

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

224



FROM: DEPARTMENT OF ANIMAL SERVICES

SUBMITTAL DATE:
December 22, 2015

SUBJECT: Ordinance 630.16 amending Ordinance 630.15 regarding animal service rate for fees [District-All] [\$0-Ordinance 630 service rate for fees]- CEQA Exempt

RECOMMENDED MOTION: That the Board of Supervisors:

1. Find Ordinance No. 630.16 is not a project under CEQA per CEQA Guidelines sections 15060 (c)(2), 15060 (c)(3) and 15378 and is otherwise exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) based on the findings and conclusions contained in the attached Notice of Exemption;
2. Upon the close of the public hearing, adopt Ordinance 630.16; and
3. Direct the Clerk of the Board to submit the attached Notice of Exemption to the County Clerk for filing and posting within five (5) working days of the Board's adoption of the amendments to the ordinance.

BACKGROUND:

Summary

The Department of Animal Services provides services to the County of Riverside and to cities in Riverside County. The standard rate for service fees have been set by Ordinance No. 630.

(Continued on page 2)

All-Drusys
Allan C. Drusys, Chief Veterinarian
for Robert P. Miller, Director
Department of Animal Services

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: Ordinance 630 service rate for fees	Budget Adjustment: No
	For Fiscal Year: 15/16

C.E.O. RECOMMENDATION: APPROVE

Stephanie Persi
BY: Stephanie Persi

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Benoit, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Ordinance 630.16 is adopted with waiver of the reading; with the exception of the owner surrender fee increase; and direction to report back.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
Nays: None
Absent: None
Date: January 5, 2016
xc: AS MC, COB

Kecia Harper-Ihem
Clerk of the Board
By: *[Signature]*
Deputy

Prev. Agn. Ref.: 12/15/15 3-5 | **District:** All | **Agenda Number:**

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FISCAL PROCEDURES APPROVED
 BY: PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 Russell Dominiski
 Departmental Concurrence
 FORM APPROVED COUNTY COUNSEL
 BY: JAMES E. BROWN
 DATE: 12/21/15

A-30
 Positions Added
 4/5 Vote
 Change Order

BACKGROUND:

Summary (continued)

Per Board of Supervisors Policy A-67, the Board issued an initiation order on August 18, 2015 as part of Board of Supervisors Agenda Item No. 3.10, authorizing the Department to prepare and process the Amendment to Riverside County Ordinance No. 630 that is currently under consideration. A public hearing for the adoption of the amendment to the ordinance was set at the December 15, 2015 Board meeting at agenda item 3.5.

In keeping with the recommendation of the Auditor-Controller the Department proposes to set established services rates in a fee schedule that properly recover the costs associated with field services, sheltering and other related services.

The current standard rate for services was approved on August 16, 2011, agenda item 9.2. The proposed service rates were developed through a cost analysis performed by the Principal Accountant at the Department of Animal Services with assistance and advice from the Riverside County Executive Office. Service rates have been reviewed by the Auditor-Controller's Office and recommended for consideration.

The service rates are based on actual departmental expenditures, budgeted staffing levels and comparative sales analysis using the counties of Orange, San Bernardino, Los Angeles and San Diego. The amendment to this Ordinance contains a fee schedule, found in Exhibit A that clearly sets out the service rates for fees in the body of the Ordinance for ease of reading and reference.

Ordinance No. 630 is not a project under the California Environmental Quality Act (CEQA) per CEQA Guidelines sections 15060, 15061 (b)(3), and 15273.

Impact on Citizens and Businesses

This ordinance adjust the fee rates for services provided by the Department of Animal Services. Enforcement of this ordinance will There are some increases and some decreases to the service rates to bring service rates into alignment with actual costs and allow the Department to maintain continuity of current service levels.

SUPPLEMENTAL:

Additional Fiscal Information

The approval of this Ordinance Amendment will result in no cost to the county and no budget adjustment is required. The implementation costs are in the FY2015/2016 Budget. This amendment is intended to bring the Department's service rates in line with fees rates of the surrounding counties and the Department's actual costs.

ATTACHMENT

1. Notice of Exemption

ORDINANCE NO. 630
(AS AMENDED THROUGH 630.16)
AN ORDINANCE OF THE COUNTY OF RIVERSIDE AMENDING
ORDINANCE NO. 630 REGULATING THE KEEPING AND CONTROL OF DOGS,
CATS, AND OTHER ANIMALS AND PROVIDING FOR THE CONTROL AND
SUPPRESSION OF RABIES.

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

Findings:

Because of the increased urbanization of Riverside County the County has experienced increasing numbers of dogs and other animals being kept in close proximity to humans including children.

1. The keeping of dogs and other animals in close proximity to adults and children has resulted in increased incidents of attacks, biting and menacing behavior by such dogs and other animals.
2. These incidents now present a public health and safety problem to the residents of this County. The increased numbers of cases have resulted in painful and/or serious injuries to adults and children, death and injuries to other animals, attendant economic losses to County residents, and anxiety to those bitten by unlicensed animals whose vaccination status is therefore not established.
3. In an attempt to bring this problem under control, it is necessary to (1) increase the total number of animals which are licensed and thus properly established to have been vaccinated against rabies and (2) encourage the spaying and neutering of animals, which (a) reduces the number of strays at large and not safely confined, (b) reduce the aggressiveness and number of animals at large, and (c) reduces the financial cost to taxpayers of animal control services.

Section 1 DEFINITIONS:

Whenever, in this ordinance or in any resolution or standard adopted by the Board of Supervisors pursuant to this ordinance, the following terms are used, they shall have the meaning ascribed to

31 them in this section unless it is apparent for the context thereof that some other meaning is
32 intended.

33
34 **a. Altered.** A male animal that has been neutered or a female animal that has been spayed.
35 Also referred to as a sterile animal.

36
37 **b. Animal Rescuer.** Any individual possessing a rescue permit from the Department of Animal
38 Services, who routinely obtains a dog or cat from the rightful owner of said animal, or any
39 animal from an animal shelter that has been retained in accordance with this ordinance.

40
41 **c. Animal Rescue Operation.** Any building, structure, enclosure or premises run by an
42 Animal Rescuer, whether or not a valid nonprofit corporation formed pursuant to the provisions
43 of the California Corporations Code for the prevention of cruelty to animals, which meets all
44 requirements and standards referred to in Section 6 of this ordinance.

45
46 **d. Animal Services Director.** The Director of the Department of Animal Services of the
47 County of Riverside or his duly authorized representative.

48
49 **e. At Large.** Any dog which is off the premises of its owner, custodian or caretaker and which is
50 not under physical restraint by a leash of a size and material appropriate to the size and
51 temperament of the dog and which is held by a person capable of restraining such a dog, or is
52 not otherwise physically restrained by some other device or instrumentality, except that such
53 device or instrumentality shall not include voice control, eye control or signal control of the dog
54 by any person, device or instrumentality.

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56 Any dog which is on the premises of its owner, custodian or caretaker which is not being
57 maintained by physical restraint, fence, kennel, voice command, or in such a way that the
58 animal may not leave the property of the owner; or that persons without permission, may not
59 wander into the confined area of the dog without intentional trespass.

60
61 A dog engaged in hunting actives, including training, is not required to be on a leash when it is
62 being controlled by the hunter/guardian within the areas designated for the use of firearms by

63 Ordinance 514. The hunting dog must be rabies vaccinated and licensed in the jurisdiction of
64 origin. The hunter/guardian must be in compliance with all local ordinances, and state laws
65 and regulations relating to hunting and the keeping of animals when the hunting dog(s) is in
66 engaging in training or hunting activities. The actively hunting dog is not considered a dog
67 running at large. Hunting dogs must be on a leash when not participating in hunting or training
68 actives.

69
70 **f. Cattery.** Any building, structure, enclosure or premises whereupon, or within which, ten (10)
71 or more cats, four (4) months of age or older, are kept or maintained.

72
73 **g. Class I Kennel.** Any building, structure, enclosure, or premises whereupon, or within which,
74 five (5) to ten (10) dogs, four (4) months of age or older, are kept or maintained. A Class I
75 Kennel shall not include a Sentry Dog Kennel or an Animal Rescue Operation that meets the
76 definition and requirements set forth in this ordinance.

77
78 **h. Class II Kennel.** Any building, structure, enclosure, or premises whereupon, or within which,
79 eleven (11) to twenty-five (25) dogs, four (4) months of age or older, are kept or maintained.

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81 **i. Class III Kennel.** Any building, structure, enclosure, or premises whereupon, or within
82 which, twenty-six (26) to forty (40) dogs, four (4) months of age or older, are kept or maintained.

83
84 **j. Class IV Kennel.** Any building, structure, enclosure, or premises whereupon, or within
85 which, forty-one (41) or more dogs, four (4) months of age or older, are kept or maintained.

86
87 **k. Community.** Any public entity which is authorized by law to regulate and control dogs or cats
88 or both.

89
90 **l. County Animal Control Ordinances.** This term shall include Riverside County Ordinance
91 nos. 534, 560, 630, 716, 771, 817, 818, 878 and 921.

93 **m. Custodian.** Any person who intentionally provides care or sustenance for any animal,
94 including but not limited to a dog or cat, on behalf of another, or represents the interests of the
95 owner.

96
97 **n. Department.** The Riverside County Department of Animal Services.

98
99 **o. Director.** The Director of the County of Riverside or his/her duly authorized representative.

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.01 **p. Exigent Circumstances.** Circumstances in which the officer, in his/her reasonable
.02 judgment, determines that a life threatening or serious injury may occur if immediate action is
.03 not taken, i.e., animal may die if not immediately transported to a veterinarian, or animal may
.04 bite and seriously injure a human or animal if not immediately impounded, or animal may die if
.05 officer does not immediately enter property and rescue, etc.

.06
.07 **q. Exotic Animal.** Exotic animal is defined as any animal which is not normally domesticated in
.08 the United States including, but not limited to any lion, tiger, bear, non-human primate (monkey,
.09 chimpanzee, etc.), wolf, coyote, cougar, bobcat, ocelot, wildcat, skunk, boa, python, reptile,
.10 amphibian, bird, or venomous snake, irrespective of its actual or asserted state of docility,
.11 tameness or domesticity.

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.13 **r. Guide Dog.** Any dog trained or being reared, trained or used for the purpose of guiding a
.14 blind person.

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.16 **s. Hybrid Animal.** Any animal which is part wild animal and is capable of transmitting rabies,
.17 except livestock hybrids, and for which no rabies prophylaxis is recognized or authorized by the
.18 State of California.

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.20 **t. Impounded.** Having been received into custody of any animal control center, animal control
.21 officer, animal control vehicle, or peace officer duly authorized by the County of Riverside to
.22 receive such animal.

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- .24 **u. Incapable of Breeding.** Any dog or cat which has been examined by a California licensed
.25 Veterinarian and determined to not be capable of reproducing. A certificate of Sterility, signed
.26 by the veterinarian must be provided upon demand.
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- .28 **v. Owner.** Any person who intentionally provides care or sustenance for any animal, including
.29 but not limited to a dog or cat, for any period exceeding a total of thirty days.
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- .31 **w. Person.** Any individual, firm, business, partnership, joint venture, corporation, limited liability
.32 company, profit or non-profit association, club or organization.
.33
- .34 **x. Public Entity.** Any state, or any political subdivision, municipal corporation; profit or non-
.35 profit or agency thereof.
.36
- .37 **y. Sentry Dog.** Any dog trained to work without supervision in a fenced facility and to deter or
.38 detain unauthorized persons found within the facility. The term "guard dog" shall also mean
.39 "sentry dog".
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- .41 **z. Sentry Dog Kennel.** Any building structure, enclosure, or premises whereupon, or within
.42 which, five (5) or more guard or sentry dogs are kept or maintained.
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- .44 **aa. Service Dog.** Any dog being reared, trained or used for the purpose of fulfilling the
.45 particular requirements of a physically disabled person, including but not limited to minimal
.46 protection work, rescue work, pulling a wheelchair or fetching dropped items.
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- .48 **bb. Signal Dog.** Any dog trained or being reared, trained or used for the purpose of alerting a
.49 deaf person or a person whose hearing is impaired, to intruders or sounds.
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- .51 **cc. Unaltered and Unspayed.** A dog or cat, four (4) months of age or older, that has not
.52 been spayed or neutered. A condition, that exists, in an animal which permits the producing of
.53 offspring.

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dd. Unlicensed Dog. Any dog, for which, no valid license is currently in force.

ee. Vaccination. An inoculation against rabies of any dog or cat, four (4) months of age or older, with any vaccine prescribed for the purpose by the California Department of Health Services.

ff. Veterinarian. A person holding a current valid license to practice veterinary medicine issued by the State of California pursuant to Chapter 11 of the California Business and Professions Code.

gg. Vicious Dog/Vicious Cat. Any dog or cat which has bitten a person or animal without provocation or direction or which has a disposition or propensity to attack or bite any person or animal without provocation or direction.

Section 2- MANDATORY DOG LICENSING AND VACCINATION:

a. Except as provided in Section 5, Subsection (a) of this Ordinance, it is unlawful for any person to own harbor or keep any dog, four (4) months of age or older, within the unincorporated area of the County, for a period longer than thirty (30) days, unless a currently valid license tag has been issued by the Director or any agency authorized by the County of Riverside for such purpose and said tag is displayed upon the dog's collar pursuant to section 30951(b) of the California Food and Agriculture Code.

b. It is unlawful for any person to own, harbor or keep any dog, four (4) months or age or older, within the unincorporated area of the County of Riverside, for a period longer than thirty (30) days, which has not been vaccinated against rabies. Every person in the unincorporated area of the county who owns, harbors or keeps any dog over four (4) months of age for a period longer than thirty (30) days shall have such dog vaccinated against rabies as provided herein, by a veterinarian of his/her choice and such vaccination shall be renewed in accordance with the applicable laws and regulations of the State of California.

- 86 c. Each veterinarian after vaccinating any dog shall sign a certificate of vaccination in triplicate in
87 the form required by the Director. The veterinarian shall keep one (1) copy, Shall give one (1)
88 copy to the owner of the vaccinated dog and shall send one (1) copy to Department.
89
- 90 d. The Director shall issue a license only upon presentation of a certificate of vaccination
91 indicating therein that the date of the expiration of the vaccination immunity is not earlier than
92 the date of the expiration of the license being issued or renewed, and upon payment of the
93 applicable license fee specified in Section 2, Subsection (F) of this Ordinance; provided,
94 however, that where the vaccinated dog is between the ages of four (4) months and twelve (12)
95 months, the period of vaccination immunity required for licensing shall be specified in Title 17,
96 California Administrative Code, Section 2606.4.
97
- 98 e. Notwithstanding the provisions of Section 2, Subsections (B) and (D) of this Ordinance, in the
99 event a dog has a short-term illness, is pregnant, or suffers from a long-term debilitating illness
:00 which in the opinion of a veterinarian contraindicates vaccination for rabies, such dog shall not
:01 be required to undergo vaccination during the period of such illness or pregnancy where a
:02 request for vaccination deferral has been approved by the Director. Such request shall specify
:03 the duration of the requested deferral, the reason for the requested deferral, and shall be
:04 signed by a veterinarian. The Director shall issue a license for such dog upon approval of the
:05 request for vaccination deferral and payment for the applicable license fee specified in Section
:06 2, subsection (F) of this Ordinance. The owner or person having custody of such dog shall
:07 confine and shall keep such dog confined, for the duration of the deferral. Within fourteen (14)
:08 days after the expiration of the deferral, the owner or person having custody of such dog shall
:09 present to the Director a certificate of vaccination in accordance with the provisions of Section
:10 2, Subsection (D) of this Ordinance.
:11
- :12 f. Subject to the provisions of Section 2 of this Ordinance, licenses shall be issued upon payment
:13 of the following fees:
:14
- :15 1. License valid for one (1) year from the date of issuance, for each sterile dog, accompanied
:16 by a certificate signed by a veterinarian that said dog is permanently unable to reproduce.
:17 \$17.00
:18

19 2. License valid for one (1) year from the date of issuance, for each dog to which provisions of
20 Section 2, Subsections (F) (1) and (7) of this Ordinance are not applicable. \$100.00.

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22 Except for animals owned by recognized dog or cat breeders as defined by Department of
23 Animal Services Policy, the fee shall be \$65.00

24
25 3. License valid for two (2) years from the date of issuance, for each sterile dog, accompanied
26 by a certificate signed by a veterinarian that said dog is permanently unable to reproduce.
27 \$34.00.

28
29 4. License valid for two (2) years from the date of issuance, for each dog to which provisions
30 of Section 2 Subsections (F) (3) and (8) of this Ordinance are not applicable. \$200.00.
31 Except for animals owned by recognized dog or cat breeders as defined by Department of
32 Animal Services Policy, the fee shall be \$130.00.

33
34 5. License valid for three (3) years from the date of issuance, for each sterile dog,
35 accompanied by a certificate signed by a veterinarian that said dog is permanently unable
36 to reproduce. \$49.00.

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38 6. License valid for three (3) years from the date of issuance, for each dog to which provisions
39 of Section 2, Subsections (F) (5) and (9) of this Ordinance are not applicable. \$300.00.
40 Except for animals owned by recognized dog or cat breeders as defined by department of
41 animal services policy, the fee shall be \$195.00.

42
43 7. License valid for one (1) year from date of issuance, for each sterile dog, which is owned
44 by a person sixty (60) years of age or older, and is accompanied by a certificate signed by
45 a veterinarian that said dog is permanently unable to reproduce. \$12.00

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47 8. License valid for two (2) years from date of issuance, for each sterile dog, which is owned
48 by a person sixty (60) years of age or older, and is accompanied by a certificate signed by
49 a veterinarian that said dog is permanently unable to reproduce. \$24.00

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51 9. License valid for three (3) years from date of issuance, for each sterile dog, which is owned
52 by a person sixty (60) years of age or older, and is accompanied by a certificate signed by
53 a veterinarian that said dog is permanently unable to reproduce. \$36.00

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10. Dangerous/Vicious Animal Registration as required by Ordinance 771. \$250.00

11. A processing fee of \$1.50 shall be added to each license processed on line.

12. A processing fee of 3% will be added to all credit/debit card purchases that are not made on line.

g. No fee shall be required for license for any "assistance dog" such as a guide dog, signal dog or service dog as defined in California Food and Agriculture Code, Section 30850 (a), if such dog is in the possession and under the control of, in the case of a guide dog, a blind person, or in the case of a signal dog, a deaf or hearing impaired person, or in the case of a service dog, a physically disabled person, or where such dog is in the possession and under the control of a bona fide organization having as its primary purpose the furnishing and training of guide dogs for the blind, signal dogs for the deaf or hearing-impaired, or service dogs for the physically disabled. However, this provision does not remove the owner's responsibility to vaccinate said dogs against rabies and attach a current license tag to the dog's collar. Whenever a person applies for an assistance dog identification tag, the person shall sign an affidavit as defined in California Food and Agriculture Code, Section 30850 (b).

h. No fee shall be required for a license for any dog owned by a public entity.

i. Each license specified in Section 2 of this Ordinance shall be valid for the period specified in Section 2 and shall be renewed within thirty (30) days after such period terminates, except that where the current vaccination for the dog which is the subject of the license shall expire prior to the expiration date of the license being applied for, the Director may upon request of the owner or custodian of such dog, backdate such license so that its expiration date occurs concurrent with or prior to the expiration date of the vaccination; provided, however, that where such backdating is performed, there shall be no reduction or discount of the license fee applicable to the license applied for, and such license shall be renewed within thirty (30) days after the date of its expiration.

- 86 j. If an application for a license is made more than thirty (30) days after the date a dog license is
87 required under this Ordinance, the applicant shall pay, in addition to the applicable license fee,
88 a late fee of twenty-five dollars (\$25.00). A late fee for an altered dog owned by a senior citizen
89 is established at fifteen dollars (\$15.00).
- 90
- 91 k. Whenever a dog validly licensed under this Ordinance shall have died more than three (3)
92 months before the expiration date of the license, the owner of such dog may return the license
93 tag to the Director, accompanied by a statement signed by a veterinarian or a declaration
94 signed under penalty of perjury by the owner, indicating that such dog is dead and specifying
95 the date of death. In such event, the license shall be canceled and a pro-rata credit of the
96 license fee by full calendar quarters of the original license period remaining after the death of
97 the dog may be applied during said remaining period to the license fee for another dog
98 acquired by the same owner.
- 99
- 100 l. Upon transfer of ownership of any dog validly licensed under this Chapter, the new owner shall
101 notify the director of such transfer within thirty (30) days of such transfer, on a form prescribed
102 by the director, accompanied by a transfer fee of six dollars (\$6.00).
- 103
- 104 m. Notwithstanding the provisions of Section 2, Subsection (a) of this Ordinance, where a person
105 moves into the unincorporated area of the county from another community who owns a dog
106 which is currently vaccinated against rabies and for which dog a license was issued by such
107 other community, such license shall be deemed valid for a period of one (1) year from the date
108 such person moves into the unincorporated area of the county or on the date of expiration of
109 the license issued by such other community, whichever is earlier. If an application for a license
110 from the Director is made more than thirty (30) days after such license is required, the applicant
111 shall pay, in addition to the applicable license fee, a late fee of twenty-five dollars (\$25.00).
- 112
- 113 n. If a valid license tag is lost or destroyed, a duplicate thereof may be procured from the director
114 upon submission to the director of a statement signed by the owner of the dog containing the
115 date and circumstances of such loss or destruction and the payment of a fee of six dollars
116 (\$6.00).
- 117

18 o. Upon request of the director, any owner of a dog for which a license is required under the
19 provisions of this chapter shall present to the Director a currently valid certificate of rabies
20 vaccination or license tag.

21
22 p. It shall be unlawful for any person to make use of a stolen, counterfeit or unauthorized license,
23 tag, certificate or any other document or thing for the purpose of evading the provisions of this
24 Ordinance.

25

26 **Section 3 CONTROL OF UNSPAYED AND UNALTERED CATS:**

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28 It shall be unlawful for any person who owns, harbors, or keeps any unspayed or unaltered cat four
29 (4) months of age or older within the unincorporated area of Riverside County to allow or permit
30 such unspayed or unaltered cat to be or remain outdoors in such unincorporated areas.

31

32 **Section 4 OPTIONAL LICENSING FOR CATS:**

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34 An owner of a cat may be issued a license and tag for such cat upon presentation to the Director of
35 a certificate of vaccination signed by a veterinarian certifying that such a cat has been vaccinated,
36 and upon the payment of a license fee of three dollars (\$3.00) Said license shall be valid for the
37 period of immunity indicated in the certificate of vaccination.

38

39 **Section 5 MANDATORY LICENSING OF KENNELS AND CATTERIES:**

40

41 a. Any person maintaining five (5) or more dogs shall obtain the appropriate Kennel License.
42 No person shall operate or maintain a Class I Kennel, Class II Kennel, Class III Kennel,
43 Class IV Kennel, Sentry Dog Kennel or Cattery without first obtaining an appropriate
44 license from the Department. Such a license shall be valid for a period of either one (1)
45 or two (2) years from the date of issuance. Said license shall be renewed within thirty (30)
46 days after the date of expiration. Where a kennel license has been issued and is in effect,
47 the dogs contained in such kennel shall be exempt from the requirements of individual
48 license tags as provided in Section 2 of this Ordinance. This Class I Kennel, Class II

Kennel, Class III Kennel, Class IV Kennel, Sentry Dog Kennel, Cattery License fees, and late fees, shall be as set forth below. If an application for a license or renewal of a license is made more than thirty (30) days after such license is required or such previous license has expired a late fee of fifty percent (50%) of the applicable fee shall be added.

KENNEL LICENSE

Class 1 (5-10 dogs)

1 year license, Unaltered.....	\$250.00
2 year license, Unaltered.....	\$450.00
1 year license, Altered.....	\$150.00
2 year license, Altered.....	\$250.00

COMMENTS:

1. Altered: All dogs are spayed and/or neutered.
2. Unaltered: One or more dogs are not spayed and/or neutered.

Late Fee: 50% of the applicable fee(s)

Class II (11-25 dogs)

1 year license, Unaltered.....	\$350.00
2 year license, Unaltered.....	\$600.00
1 year license, Altered.....	\$250.00
2 year license, Altered.....	\$400.00

COMMENTS:

1. Altered: All dogs are spayed and/or neutered.
2. Unaltered: One or more dogs are not spayed and/or neutered.

Late Fee: 50% of the applicable fee(s)

Class III (26-40 dogs)

1 year license, Unaltered.....	\$450.00
2 year license, Unaltered.....	\$750.00
1 year license, Altered.....	\$350.00

80 2 year license, Altered.....\$550.00

81 COMMENTS:

- 82 1. Altered: All dogs are spayed and/or neutered.
- 83 2. Unaltered: One or more dogs are not spayed and/or neutered.

84 **Late Fee: 50% of the applicable fee(s)**

85
86 **Class IV (41+ dogs)**

87 1 year license, Unaltered.....\$550.00

88 2 year license, Unaltered.....\$900.00

89 1 year license, Altered.....\$450.00

90 2 year license, Altered.....\$700.00

91 COMMENTS:

- 92 1. Altered: All dogs are spayed and/or neutered.
- 93 2. Unaltered: One or more dogs are not spayed and/or neutered.

94 **Late Fee: 50% of the applicable fee(s)**

95
96 **Sentry Dog Kennel**

97 1 year license, Unaltered.....\$500.00

98 2 year license, Unaltered.....\$800.00

99 1 year license, Altered.....\$400.00

100 2 year license, Altered.....\$600.00

101 COMMENTS:

- 102 1. Altered: All dogs are spayed and/or neutered.
- 103 2. Unaltered: One or more dogs are not spayed and/or neutered.

104 **Late Fee: 50% of the applicable fee(s)**

105
106 **Cattery License**

107 1 year license, Unaltered.....\$250.00

108 2 year license, Unaltered.....\$400.00

109 1 year license, Altered.....\$200.00

110 2 year license, Altered.....\$300.00

COMMENTS:

3. Altered: All dogs are spayed and/or neutered.
4. Unaltered: One or more dogs are not spayed and/or neutered.

Late Fee: 50% of the applicable fee(s)

- b. Application for a kennel or cattery license shall be filed with the Director on a form prescribed by him/her not later than ten (10) days after obtaining written verification from the Riverside County Planning Department that the operation of the kennel or cattery is in compliance with applicable provisions of Riverside County Ordinance No. 348. Said application form, when completed, shall contain such information as may reasonably be required by the Director for the purposes of enforcement of this Ordinance, including but not limited to the current home telephone number of the caretaker of the subject kennel or cattery and another current telephone number for emergency use or messages when such caretaker is absent for the subject kennel or cattery. Where a kennel or cattery is sought to be operated upon leased or rented premises, a letter of consent from the owner of the premises to the effect that the kennel or cattery may be maintained and operated on such premises shall be submitted to the Director at the time the application for the kennel or cattery license is submitted.
- c. After receipt of a kennel or cattery license application, the Director, or his designee, shall make an inspection of the premises of the kennel or cattery for which a license is requested. No kennel or cattery license shall be issued nor shall any such license be renewed, unless and until the kennel or cattery, in the opinion of the Director, satisfies the applicable laws and regulations of the State of California, the applicable ordinances of the County of Riverside and the applicable conditions set forth in the Standards for Kennels and Catteries adopted by resolution of the Board of Supervisors. Notwithstanding any other provision of this Ordinance, the Director or the Riverside County Planning Director may, in their respective discretion, limit the number of dogs or cats over the age of four (4) months which are kept or maintained in any kennel or cattery, and such limitation may be imposed at such time as an application for an initial kennel or cattery license is considered or at such time as an application for renewal of a kennel or cattery license is considered.
- d. Notwithstanding any other provision of this Ordinance, the Director, or his designee, is hereby authorized to enter upon and inspect the premises of any kennel or cattery located

44 in the County of Riverside for the purpose of determining whether such kennel or cattery is
45 in compliance with the provisions of this Ordinance and the Standards for Kennels and
46 Catteries referred to in Section 5, Subsection (c) of this Ordinance. As a condition of the
47 issuance of a kennel or cattery license, each owner and operator of a kennel or cattery
48 shall agree to allow such entry and inspection and such agreement shall be made a part of
49 the license application. Such inspections shall be made during reasonable hours at times
50 when the owner or operator of the kennel or cattery is present on the kennel or cattery
51 premises, and with such frequency as the Director shall deem appropriate, and such
52 inspections may, at the discretion of the Director, be made without prior notice to the
53 owner or operator of the subject kennel or cattery. Willful refusal on the part of a kennel or
54 cattery owner or operator to allow such inspection shall be grounds for summary denial of
55 an application for a kennel or cattery license or for summary suspension or revocation of a
56 kennel or cattery license.
57

58 **Section 6 ANIMAL RESCUER:**

- 59 a. Any person engaged in the rescue of animals, shall first obtain a rescue permit from the
60 Department and shall meet all requirements and standards for a kennel/cattery license.
61
- 62 1. For an animal rescuer that is not a valid nonprofit corporation formed pursuant to the
63 provisions of the California Corporations Code commencing with Section 10400 for the
64 prevention of cruelty to animals, the animal rescuer may keep two (2) dogs with a rescue
65 permit and no minimum land requirement so long as all other requirements and
66 standards for a kennel license, referred to in Section 5, Subsection (c) of this Ordinance,
67 are met.
68
 - 69 2. For an animal rescuer that is a valid nonprofit formed pursuant to the provisions of the
70 California Corporations Code commencing with Section 10400 for the prevention of
71 cruelty to animals, the animal rescuer may maintain up to ten (10) dogs with a rescue
72 permit and no minimum land requirement so long as all other requirements and
73 standards for a kennel license are met. Such animal rescuer shall not need to obtain a
74 Class I Kennel permit.
75

76 3. For an animal rescuer maintaining eleven (11) or more dogs a class II Kennel License is
77 required, and the minimum land requirement shall be one acre.

78
79 4. For an animal rescuer maintaining ten (10) or more cats a Cattery License is required,
80 and the minimum land requirement shall be one acre.

81
82 b. The fees for a kennel cattery rescue permit for a rescue facility shall be as follows:

83 1. \$60.00 for up to six (6) rescue dogs (with a late fee of 50% of one year) for one year or
84 \$100.00 for two years.

85 2. \$120.00 for seven to ten dogs (with a late fee of 50% of one year) for one year or
86 \$200.00 for two years.

87 3. One hundred percent (100%) of the applicable kennel or cattery license fee in those
88 cases where a kennel or cattery license is required.

89
90 c. Animal rescuer may keep a maximum of four (4) personal (not for adoption or sale) dogs
91 and nine (9) personal (not for adoption or sale) cats and must include these animals as
92 "personal pets" on the animal rescue permit application. These animals are included in the
93 overall count that will change the category to class II Kennel permit for 11 dogs or more
94 and a cattery license for 10 or more cats.

95
96 d. Personal dogs (not for sale or adoption) shall be individually licensed in accordance with
97 this ordinance.

98
99 e. A permitted animal rescuer obtaining animals from a shelter facility pursuant to Section 11,
100 subsection (g) of this ordinance, shall not be subject to the payment of impound fees and
101 charges specified in Section 11, subsection (a) but may be subject to the spay/neuter
102 deposit specified in Section 12, subsection (a) of this ordinance.

103
104 f. All rescued dogs and rescued cats older than four (4) months must be spayed/neutered
105 prior to releasing to an adopting party. In any event, the animal must be altered within 30
106 days of receipt by the rescuer.

107

- 08 g. Accurate and complete records of all animals shall be maintained by the animal rescuer on
09 forms which will be made available to Department for inspection upon request.
10
- 11 h. An animal rescuer may recoup, from the adopting party, the cost of any inoculations, the
12 cost incurred by having the animal altered prior to adoption, and any costs related to the
13 treatment of illness or injury.
14
- 15 i. Administration of the Animal Rescue Program shall be the responsibility of the Animal
16 Services Director who shall have authority to issue and revoke animal rescue permits.
17

18 **Section 7 DENIAL, SUSPENSION, REVOCATION AND APPEAL OF KENNEL OR**
19 **CATTERY LICENSE:**
20

- 21 a. The Director may, in his/her discretion, deny any application for a kennel or cattery license
22 whether such application is for an original license or renewal of a license, and may suspend
23 or revoke any kennel or cattery license if he finds that a kennel or cattery fails to meet any
24 or all of the Standards for Kennels and Catteries referred to in Section 5, Subsection (c) of
25 this ordinance or is in violation of any law of the State of California or any provision of this
26 Ordinance, any provision of any other County ordinance or provision of a Conditional Use
27 Permit.
28
- 29 b. When such denial, suspension or revocation occurs, the Director shall prepare a written
30 notice of such denial, suspension or revocation which shall contain a brief statement of the
31 reason of reasons for such denial, suspension or revocation. The Director shall serve such
32 notice upon the applicant or licensee by hand delivery or by registered or certified mail,
33 postage prepaid, return receipt requested. Denial, suspension or revocation shall be
34 effective thirty (30) days after service of such notice. Where an application for a kennel or
35 cattery license is denied or where a kennel or cattery license issued pursuant to this
36 Ordinance is revoked, no application for a new license for such kennel or cattery shall be
37 considered for a period of one (1) year from the effective date of such denial or revocation;
38 provided, however that for good cause shown the Board of Supervisors may direct there be
39 a lesser period of time before such application will be considered.

i40
i41 c. Any person whose application has been denied or whose license has not been renewed, or
i42 whose license has been suspended or revoked, may appeal such denial, non-renewal,
i43 suspension or revocation by filing with the Clerk of the Board of Supervisors within fifteen
i44 (15) days after notice of such denial, suspension or revocation, a written notice of appeal
i45 briefly setting forth the reasons why the appellant alleges such denial, non-renewal,
i46 suspension or revocation is improper. Within five (5) days of the receipt by the said Clerk of
i47 such notice of appeal, the Clerk shall set a hearing date for the appeal and shall give written
i48 notice of the date, time and place of such hearing to the appellant, and such notice shall be
i49 sent by registered or certified mail, postage prepaid, return receipt requested. The date of
i50 hearing shall be not less than twenty (20) business days from the date of the mailing of the
i51 notice of the date, time and place of the hearing, and the hearing shall be conducted not
i52 later than forty-five (45) business days from the date of the mailing of the notice of denial,
i53 non-renewal, suspension or revocation; provided, however, that at the request of the
i54 appellant, the Clerk of the Board may extend the hearing date for a reasonable period
i55 beyond the aforementioned forty-five (45) business day limit. The appeal shall be heard by
i56 the Board which may affirm, modify or reverse the denial, non-renewal, suspension or
i57 revocation. In conducting the hearing, the Board of Supervisors shall not be limited to
i58 technical rules relating to evidence & witnesses, as applicable in courts of law. To be
i59 admissible, evidence shall be of the type upon which responsible persons are accustomed
i60 to rely in the conduct of serious affairs.

i61
i62 During the pendency of the appeal, there shall be in effect an automatic stay of the denial,
i63 non-renewal, suspension or revocation; provided, however, that during said period of
i64 pendency the Director may take such action as he/she deems appropriate including but not
i65 limited to the abatement of public nuisances, inspection of the kennel or cattery premises, or
i66 the prosecution of any violation of the Ordinance or any other provision of law not related to
i67 the failure of the subject kennel or cater to be currently and otherwise validly licensed.

i68
i69 **Section 8 DUTIES AND POWERS OF OFFICERS:**

i70
i71 1. It shall be the duty of all peace officers within the County of Riverside, to cooperate with
i72 and assist the Animal Services Director in the enforcement of the provisions of this

i73 Ordinance, and in the enforcement of California State law relating to the regulation, care
i74 and/or keeping of animals, and such peace officers and the Animal Services
i75 Director/designee shall be empowered to:

i76
i77 a. Receive, take up and impound any dog or other animal found running at large in
i78 violation of this Ordinance, any other ordinance or of any law of the State of California.

i79
i80 b. Issue a warning notice for, citation for, or investigate any violation of any provision of any
i81 County ordinance or California law regarding the care or keeping of animals.

i82
i83 c. Investigate whether a dog is licensed in compliance with the requirements of this
i84 Ordinance.

i85
i86 d. Seize and impound any animal as authorized by this Ordinance or any other ordinance
i87 or state law. When the animal to be taken or seized is located inside a private residence
i88 or in its curtilage, a judicial order directing seizure of the animal shall, absent exigent
i89 circumstances, be obtained prior to seizure.

i90
i91 e. Regularly and adequately feed, water and otherwise care for any animals impounded
i92 under the provisions of this Ordinance, other ordinance or state law or to provide for
i93 such feeding and/or watering and care.

i94
i95 f. Follow the provisions of the Riverside County Ordinance number 716 in humanely
i96 destroying or giving emergency care to sick or injured animals.

i97
i98 2. Any Peace Officer, Riverside Animal Services Department Officer, and Animal Services
i99 Director, charged with the responsibility for enforcement of the provisions of this Ordinance,
i00 or any other ordinance, or state law governing animals may arrest a person without warrant
i01 whenever he/she has reasonable cause to believe that the person to be arrested has
i02 committed an infraction or misdemeanor in his/her presence, or a felony which is in violation
i03 of this Ordinance or other ordinance governing animals or California law regulating the care
i04 and/or keeping of animals.

- i06 3. In a case in which a person arrested, does not demand to be taken before a magistrate:
i07 1) regarding any infraction, such officer or employee making the arrest shall prepare a
i08 written Notice to Appear and shall release the person on his/her promise to appear, as
i09 prescribed by Section 853.5 of the California Penal Code; 2) Regarding a misdemeanor,
i10 such officer or employee may prepare a written Notice to Appear and may release the
i11 person on his/her written promise to appear, as prescribed by California Penal Code Section
i12 853.6.

i13
i14 **Section 9 ENTRY UPON PRIVATE PROPERTY:**

i15
i16 Unless otherwise prohibited by law, all persons whose duty it is to enforce the provisions of this
i17 Ordinance are hereby empowered to enter upon private property, where any dog, cat or animal is
i18 kept or reasonably believed to be kept, for the purpose of ascertaining whether such animal is
i19 being kept in violation of any provision of this Ordinance, other ordinance governing animals, or
i20 California State law relating to the regulation, care and/or keeping of animals.

i21
i22 Notwithstanding any provision in this Ordinance relating to entry upon private property for any
i23 purpose under this Ordinance, no such entry may be conducted: (a) without the express or implied
i24 consent of the property owner or the person having lawful possession thereof, or (b) unless an
i25 inspection warrant has been issued and the entry is conducted in accordance with California Code
i26 of Civil Procedure, Sections 1822.50 through 1822.56, inclusive, or (c) except as may otherwise be
i27 expressly or impliedly permitted by law.

i28
i29 **Section 10 CAPTURE OF DOGS RUNNING AT LARGE:**

i30
i31 In the interest of public health and safety, it shall be lawful for any person to take up, in a humane
i32 manner, any dog running at large in violation of this Ordinance and to promptly deliver such dog to
i33 the Animal Services Director.

i34 Notwithstanding any provision in this Ordinance, dogs that are actively engaged in hunting and training activities
i35 under the control of its hunter/guardian in the areas designated for the use of a firearm by Ordinance 514 are not
i36 required to be on a leash and are not to be considered dogs running at large. The hunting dog must be rabies
i37 vaccinated and licensed in the jurisdiction of origin. The hunter/guardian must be in compliance with all local
i38 ordinances, and state laws and regulations relating to hunting and the keeping of animals when the hunting dog(s) is

i39 in engaging in training or hunting activities. Hunting dogs must be on a leash when not participating in hunting or
i40 training actives.

i41
i42 **Section 11 IMPOUNDED DOGS AND CATS AND SERVICE FEES:**

i43
i44 a. An impounded dog or cat may be redeemed upon payment of the following fees:

i45
i46 (1) The Director shall charge and collect from each person redeeming an unaltered
i47 impounded animal a State Mandated unaltered animal fine of \$35.00 for the first offense,
i48 \$50.00 for the second offense, and \$100.00 for the third offense, plus the actual costs of
i49 transporting the animal to impound, the actual costs of veterinary and related services
i50 rendered to the animal while impounded, the actual costs of sale incurred, and the actual
i51 costs of any extraordinary measures required in of for the handling and maintenance of
i52 the animal while impounded.

i53
i54 (2) The Director shall charge and collect from each person redeeming an altered or
i55 unaltered impounded animal an impounding fee of \$50.00 for the first offense, \$100.00
i56 for the second offense, and \$150.00 for the third offense, plus the actual costs of
i57 transporting the animal to impound, the actual costs of veterinary and related services
i58 rendered to the animal while impounded, the actual costs of sale incurred, boarding
i59 fees, and the actual costs of extraordinary measures required in or for the handling and
i60 maintenance of the animal while impounded.

i61
i62 (3) Notwithstanding any other provision of this Ordinance, where a sterile dog or sterile cat
i63 belongs to a person sixty (60) years of age or older is impounded and the owner
i64 produces a certificate, signed by a veterinarian that such animal is permanently unable
i65 to reproduce, the base impoundment fee for such animal shall be fifty percent (50%) of
i66 the applicable impoundment fee specified in this Ordinance plus boarding fees.

i67
i68 (4) A processing fee of \$25.00 shall be added to all Administrative Citations.
i69

i70 (5) A processing fee of \$19.00 shall be added to all approved payment plans. This fee is to
i71 be charged annually, on the anniversary date, or closest business date after anniversary
i72 date.

i73
i74 (6) A processing fee of \$28.00 will be added to all payment plans sent to the Franchise Tax
i75 Board in an effort to collect past due amounts. This fee is to be charged annually, on the
i76 anniversary date, or closest business date after anniversary date.

i77
i78 (7) When a check is presented for payment and the constituents balance in their bank is
i79 insufficient to cover the amount of the charge; a fee of \$25 shall be added to the amount
i80 owed by the constituent.

i81
i82 b. The fee for destruction and disposal of any dog, cat or other small animal in accordance
i83 with any provision of this Ordinance shall be \$25.00.

i84
i85 c. The fee for destruction and disposal of any horse, donkey, burro or other large animal in
i86 accordance with any provision of this Ordinance shall be \$193.00.

i87
i88 d. Any dog, four (4) months of age or older, which has been impounded shall not be released
i89 from impoundment unless it is licensed in accordance with the provisions of this Ordinance.

i90
i91 e. An officer acting under the provisions of this Ordinance who impounds a dog or cat pursuant
i92 to Section 8, subsection (a) or (d) of this Ordinance, shall give written notice of the impound
i93 by first class mail, postage prepaid, to the identified address on the animal or last known
i94 owner address provided in County records, if the dog or cat is: 1) wearing a Riverside
i95 County dog or cat license tag, 2) wearing any other identification tag containing an address,
i96 or 3) is micro chipped. If such dog or cat is not redeemed within ten (10) calendar days
i97 from the date of the mailing of such notice, the officer having custody of the dog or cat shall
i98 dispose of it in accordance with the provisions of Section 11, subsection (h) of this
i99 Ordinance, or shall humanely destroy such dog or cat.

00
01 f. Upon impounding a stray dog pursuant to Section 8, subsections (a) or (d) of this Ordinance
02 or a stray cat, the holding period for such stray dog or cat shall be in accordance with State

'03 law, as appearing in California Food and Agricultural Code sections 31752 and 31108 or
'04 other such applicable State law, as amended from time to time.

'05
'06 g. The officer having custody of any impounded dog, cat or other animal may, by humane
'07 methods, summarily destroy such dog, cat or other animal if:

'08
'09 1) the animal is suffering from any incurable, dangerous or contagious disease, providing a
'10 veterinarian shall certify, in writing, that such animal is so suffering; or, in the officers
'11 best judgment it would be inhumane and cause needless suffering to prolong the life of
'12 the animal in order to see a veterinarian or,

'13
'14 2) It is an unlicensed vicious dog, cat or other animal.

'15
'16 h. Any officer having in his custody any unredeemed, impounded dog or cat may release such
'17 dog or cat to any adult individual upon payment by that individual of the impound fees and
'18 charges specified in Subsection (a) of this Section, or to a nonprofit corporation formed
'19 under the provisions of California Corporations Code commencing with Section 10400 for
'20 the prevention of cruelty to animals or to a nonprofit organization formed under the laws of
'21 the State of California for the prevention of cruelty to animals, for such placement as such
'22 nonprofit corporation or nonprofit organization may choose. Releases of dogs or cats to
'23 such nonprofit corporations or nonprofit organizations pursuant to Subsection (h) of this
'24 Section shall not be subject to the payment of impound fees and charges specified in
'25 Subsection (a) of this Section.

'26
'27 i. It shall be unlawful for any person to remove an impounded animal from an animal control
'28 Shelter or Animal Control transport vehicle without the permission of the officer in charge
'29 thereof.

'30
'31 j. Animal Control Officers choosing to return an impounded animal to the owner, in the field
'32 may collect a field return impound fee of \$40.00

'33
'34 k. Animal Control Officer picking up owned animals at the request of the owner shall collect a
'35 fee of \$30.00 from the owner.

- '36 I. Animal Control Officers investigating and authorizing a home quarantine shall collect a fee
'37 of \$50.00 from the owner or custodian of the animal.
'38
- '39 m. Animal Control Officers providing assistance with trap service, for feral animals or nuisance
'40 wildlife that are not considered a public health risk, shall collect a service fee of \$20.00 for
'41 the first five (5) days and \$2.00 per day for each additional day after the fifth (5) day.
- '42
- '43 1) A fee of \$73.00 shall be charged for all cat traps which are lost or destroyed.
'44
- '45 2) A fee of \$355.00 shall be charged for all dog traps which are lost or destroyed.
'46
- '47 3) A fee of \$90 shall be charged for all other traps which are lost or destroyed.
'48
- '49 n. Owners of animals impounded for quarantine at a County facility shall be charged a
'50 quarantine fee of \$10.00 per day in addition to the regular daily boarding fee.
'51
- '52 o. The hourly rate for the recovery of administrative costs associated with the recoupment of
'53 enforcement costs provided in this Ordinance shall be \$53.00.
'54
- '55 p. The fee for a micro-chip identification device shall be \$21.00 per animal; the fee shall be
'56 \$12.00 when adopting an animal from a County animal shelter.
'57
- '58 q. The fee for after-hours personnel assistance is \$104, per hours. The after-hours charge
'59 shall commence after the close of normal business hours and shall be in addition to any
'60 other applicable fees set forth in this Ordinance.
'61
- '62 r. The fee(s) for adopting any unredeemed, impounded dog or cat will be based on tiered
'63 system that includes vaccinations, micro chipping, deworming, spay or neutering and
'64 adoption charges. Senior citizens and disabled people will be charged at 50% of the
'65 applicable charges. To reduce and/or eliminate the euthanasia of adoptable dogs and cats,
'66 the Director or his designee shall have the discretion to decrease or entirely wave the
'67 adoption fees for last chance adoptions, which are adoptions of urgent animals scheduled
'68 for euthanasia. The Director or his designee shall have the discretion to decrease the
'69 adoption fees of animals adopted at special events in order to promote the adoption of

70 impounded animals. The director or his designee shall also have the discretion to waive fifty
71 percent (50%) of the applicable tiered fee if the animal is adopted by the foster care provider
72 currently providing care for the animal or for an employee of the County of Riverside.

73
74 The following fees for dogs are based on time in shelter and shall apply as follows:

- 75 1) Dogs zero (0) to fifteen (15) days.....\$105.00
- 76 2) Dogs sixteen (16) to thirty (30) days.....\$55.00
- 77 3) Dogs more than thirty (30) days.....\$20.00

78
79 The following fees for cats are based on age of cat or kitten and shall apply as follows:

- 80 1) Kittens eight (8) weeks to four (4) months of age.....\$65.00
- 81 2) Kittens more than four(4) months to one (1) year of age.....\$45.00
- 82 3) Cats more than one (1) year of age.....\$25.00

- 83
- 84 s. For animals turned in at shelters, the owner turn-in fee shall be \$20.00.
- 85
- 86 t. Animals impounded at a County facility shall be charged a boarding fee of \$15.00 per day.
- 87
- 88 u. The Director shall charge and collect from each person the veterinarian and staff rates for
89 the treatment of animals, as set forth below. The Director shall also charge and collect for
90 any additional costs for veterinary and related services rendered to the animal, and the
91 actual costs of any extraordinary measures required in or for the handling and maintenance
92 of the animal. Veterinarian and staff rates for the treatment of animals and other related
93 fees shall be as follows:

- 94
- 95 (1) An hourly rate of \$142.70 for Doctors of Veterinary Medicine (DVM);
- 96 (2) An hourly rate of \$79.08 for Supervising Registered Veterinary Technicians (SRVT);
- 97 (3) An hourly rate of \$72.51 for Registered Veterinary Technicians (RVT)
- 98 (4) An hourly rate of \$67.85 for Veterinary Technician (VT);
- 99 (5) An hourly rate of \$94.79 for Operations Chiefs;
- :00 (6) A fee of \$8.00 for small pain management;
- :01 (7) A fee of \$15.00 for large animal pain management;
- :02 (8) A fee of \$18.00 for each injection;

- {03 (9) A fee of \$35.00 for sedation;
- {04 (10) A fee of \$8.00 for fluids;
- {05 (11) A fee of \$8.00 for small animal de-worming;
- {06 (12) A fee of \$16.00 for large animal de-worming;
- {07 (13) A fee of \$25.00 for large animal tube de-worming, commonly referred to as tube
- {08 worming;
- {09 (14) A fee of \$20.00 to clip/clean;
- {10 (15) A fee of \$18.00 for each horse vaccine;
- {11 (16) A fee of \$75.00 for exploratory surgery;
- {12 (17) A fee of \$8.00 for topical flea/tick treatment, also referred to as frontline;
- {13 (18) A fee of \$70.00 for animal emergency clinic fees;
- {14 (19) A Fee of \$20.00 for each night animal is held overnight at emergency clinic
- {15 (20) A fee of \$70.00 for the first view of an X-ray; A fee of \$20.00 for the 2nd and any
- {16 subsequent view of an X-ray;
- {17 (21) A fee of \$15.00 for small animal daily oral medication; and
- {18 (22) A fee of \$25.00 for large animal daily oral medication.
- {19

{20 v. The Director shall charge and collect from any contracted city the County's standard field
{21 and sheltering rates for services provided as set forth below. In addition, the Director shall
{22 charge and collect from any contracted city the County's standard community outreach
{23 event and enforcement sweep rates for services provided and other related fees, as set
{24 forth below. Provided however that, upon a showing of extreme financial hardship by a city
{25 under contract with the County as of September 15, 2011 as to the impact of the standard
{26 rates and fees herein upon the cost of the existing services, the Director may negotiate a
{27 service contract containing reduced contract rates and fees with such contract subject to the
{28 approval of the Riverside County Board of Supervisors. The standard rates and fees shall
{29 be as follows:

- {30
- {31 (1) An annual contract rate of \$127,026.00 for one (1) full-time Animal Control Officer
- {32 (ACO) working for a total of 2,080 hours annually during regular shifts between the
- {33 hours of 7:30 a.m. through 5:00 p.m. less County Holidays;
- {34

- :35 (2) An annual contract rate of \$63,513.00 for one (1) half-time Animal Control Officer
:36 (ACO) working for a total of 1,040 hours annually during regular shifts between the
:37 hours of 7:30 a.m. through 5:00 p.m. less County Holidays;
:38
- :39 (3) A contract hourly rate of \$82.00 per hour for an Animal Control Officer (ACO) with a
:40 two (2) hour minimum charge per service call;
:41
- :42 (4) A contract overtime hourly rate of \$82.00 per hour for an Animal Control Officer
:43 (ACO) with a two (2) hour minimum charge per service call;
:44
- :45 (5) Where a contract for service provides for six or more officers, an annual contract rate
:46 of \$127,026.00 for one (1) dedicated full-time Sergeant of Field Services working for
:47 a total of 2,080 hours annually during regular shifts between the hours of 7:30 a.m.
:48 through 5:00 p.m. less County Holidays;
:49
- :50 (6) An annual contract rate of \$89,315.00 for one (1) full-time License Inspector (LI)
:51 working for a total of 2,080 hours annually during regular shifts between the hours of
:52 7:30 a.m. through 5:00 p.m. less County Holidays;
:53
- :54 (7) A contract fee of \$2,460 for an enforcement sweep – six (6) hour day;
:55
- :56 (8) A contract fee of \$2,553.00 per community outreach event – full day of service (9
:57 hours), provided however that one (1) outreach event may be included at no charge
:58 to a contracting city for each increment of one thousand six hundred (1,600)
:59 impounded dogs and cats that are projected for any fiscal year (“FY”) covered by the
:60 contract;
:61
- :62 (9) An annual sheltering contract rate of \$76.00 multiplied by total number of impounded
:63 dogs and cats for the most recent prior fiscal year (“FY”) for Blythe Shelter;
:64
- :65 (10) An annual sheltering contract rate of \$115.00 multiplied by total number of
:66 impounded dogs and cats for the most recent prior fiscal year (“FY”) for Coachella
:67 Valley Animal Campus Shelter;

- 68
- 69 (11) An annual sheltering contract rate of \$138.00 multiplied by total number of
70 impounded dogs and cats for the most recent prior fiscal year ("FY") for Riverside
71 Animal Campus Shelter;
- 72
- 73 (12) An annual sheltering contract rate of \$81.00 multiplied by total number of impounded
74 dogs and cats for the most recent prior fiscal year ("FY") for San Jacinto Animal
75 Campus Shelter.
- 76

77 **Section 12 ALTERED AND UNALTERED ANIMALS:**

78 a. **MANDATORY SPAYING AND NEUTERING**

79

- 80 1. Requirement. No person may own, keep, or harbor an unaltered and unspayed dog
81 or cat in violation of this section. An owner or custodian of an unaltered dog must
82 have the dog spayed or neutered, or provide a certificate of sterility, or obtain an
83 unaltered dog license in accordance with this Ordinance. An owner or custodian of an
84 unaltered cat must have the animal spayed or neutered, or provide a certificate of
85 sterility.
- 86 2. Appointments are available to spay or neuter an unaltered dog or cat at the Riverside
87 San Jacinto and Blythe Animal Shelters. The demand for these appointments exceeds
88 the number of slots available. In an effort to maximize the number of animals spayed
89 or neutered; Animal Services will charge a \$25 appointment fee that will be applied to
90 the cost of spaying or neutering their animals, provided the customer keeps the
91 appointment or contacts Animal Services 24 hours prior the appointment to
92 reschedule.
- 93
- 94 3. Exemptions. This section shall not apply to any of the following:
- 95
- 96 A. A dog with a high likelihood of suffering serious bodily harm or death if spayed or
97 neutered, due to age or infirmity. The owner or custodian must obtain written
98 confirmation of this fact from a California licensed Veterinarian. If the dog is able
99 to be safely spayed or neutered at a later date, that date must be stated in the

100 written confirmation; should this date be later than thirty (30) days, the owner or
101 custodian must apply for an unaltered dog license.

102
103 B. In the event that any dog follows under section 12(3)(A) of this ordinance, a
104 mandatory spay and neuter deposit fee of \$75 shall be paid before the animal is
105 released from the Shelter.

106
107 C. A cat with a high likelihood of suffering serious bodily harm or death if spayed or
108 neutered, due to age or infirmity. The owner or custodian must obtain written
109 confirmation of this fact from a California licensed Veterinarian. If the cat is able
110 to be safely spayed or neutered at a later date, that date must be stated in the
111 written confirmation.

112
113 D. In the event any cat follows under section 12(3)(C) of this ordinance, a mandatory
114 spay and neuter deposit fee of \$40 shall be paid before the animal is released
115 from the shelter.

116
117 E. Animals owned by recognized dog or cat breeders, as defined by Department of
118 Animal Services Policy.

119
120 F. Females over the age of 10 and males over the age of 12 are exempt from the
121 Spay and Neuter requirement due to the biological improbability of reproduction,
122 however, they will be required to purchase an unaltered license

123
124 **b. DENIAL OR REVOCATION OF UNALTERED DOG LICENSE AND RE-APPLICATION**

125
126 1. The Department may deny or revoke an unaltered dog license for one or more of the
127 following reasons:

128
129 A. The owner, custodian, applicant or licensee is not in compliance with all of the
130 requirements of this section;

- 132 B. The Department has received at least three (3) complaints, verified by the
133 Department, that the owner, custodian, applicant or licensee has allowed a dog to
134 be stray or run at large or has otherwise been found to be neglectful of his or her
135 or other animals;
- 136
- 137 C. The owner, custodian, applicant, or licensee has been previously cited for
138 violating a state law, county code or other municipal provision relating to the care
139 and control of animals;
- 140
- 141 D. The unaltered dog has been adjudicated by a court or an agency of appropriate
142 jurisdiction to be potentially dangerous, dangerous or vicious, or to be nuisance
143 within the meaning of the Riverside County Ordinances or under state law;
- 144
- 145 E. Any unaltered dog license held by the applicant has been revoked;
- 146
- 147 F. The license application is discovered to contain a material misrepresentation or
148 omission of fact.

149

150 2. Re-application for unaltered dog license:

151

- 152 A. When an unaltered dog license is denied, the applicant may re-apply for a license
153 upon changed circumstances and a showing that the requirements of this
154 ordinance have been met. The Department shall refund one-half of the license
155 fee when the application is denied. The applicant shall pay the full fee upon re-
156 application.
- 157
- 158 B. When an unaltered dog license is revoked, the owner or custodian of the dog may
159 apply for a new license after a thirty (30) day waiting period upon showing that the
160 requirements of this Ordinance have been met. No part of an unaltered dog
161 licensee fee is refundable when a license is revoked and the applicant shall pay
162 the full fee upon re-application.
- 163

164 c. **APPEAL OF DENIAL OR REVOCATION OF UNALTERED DOG LICENSE**

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1. Request for hearing

A. Notice of intent to deny or revoke. The Department shall mail to the owner, custodian, licensee, or applicant a written notice of its intent to deny or revoke the license for an unaltered dog which includes the reason(s) for the denial or revocation. The owner, custodian, licensee or applicant may request a hearing to appeal the denial or revocation. The request must be made in writing within ten (10) days after the notice of the intent to deny or revoke is mailed. Failure to submit a timely written hearing request shall be deemed a waiver of the right to appeal the license denial or revocation.

B. Hearing officer. The hearing shall be conducted by the Animal Services Director's designee.

C. Notice and conduct of hearing. The Department shall mail a written notice of the date, time and place for the hearing not less than ten (10) business days before the hearing date. The hearing date shall be no more than thirty (30) business days after the Department's receipt of the request for a hearing. The hearing will be informal and the rules of evidence will not be strictly observed. The Department shall mail a written decision to the owner or custodian within ten (10) business days after the hearing. The decision of the hearing officer shall be the final administrative decision.

3. Change in location of dog. If the dog is moved after the Department has issued a letter of intent to deny or revoke, but has not yet denied or revoked the license, the owner, custodian, licensee or applicant must provide the Department with information as to the dog's whereabouts, within ten (10) days of the change in location of the dog, including the current owner or custodian's name, address and telephone number.

d. TRANSFER, SALE AND BREEDING OF UNALTERED DOG OR CAT

- 197 1. Offer for sale or transfer of unaltered dog. An owner or custodian who offers any
198 unaltered dog for sale, trade, or adoption must include a valid unaltered dog license
199 number with the offer of sale, trade or adoption, or otherwise state and establish
200 compliance with this section. An owner or custodian of an unaltered dog must notify
201 the Department of the name and address of the transferee within ten (10) days after
202 the transfer. The unaltered license and microchip numbers must appear on a
203 document transferring the animal to the new owner.
204
- 205 2. Offer for sale or transfer of unaltered cat. An owner or custodian of an unaltered cat
206 must notify the Department of the name and address of the transferee within ten (10)
207 days after the transfer. The microchip numbers must appear on a document
208 transferring the animal to the new owner.
209

210 **e. PENALTIES**
211

212 Penalties issued for failure to spay or neuter a dog or cat shall be enforced as set forth
213 below:
214

- 215 1. An administrative citation, infraction, or other such authorized penalty may be issued to
216 an owner or custodian of an unaltered dog or cat for a violation of this section only
217 when the owner or custodian is concurrently cited for another violation under state or
218 local law pertaining to the obligations of a person owning or possessing a dog or cat.
219 Examples of such state law or local ordinance violations include, but are not limited to,
220 the following: failure to possess a current canine rabies vaccination of the subject dog;
221 dog or cat at large; failure to license a dog; leash law violations; kennel or cattery
222 permit violations; tethering violations; unhealthy or unsanitary conditions; failure to
223 provide adequate care for the subject dog or cat in violation of the Penal Code; rabies
224 quarantine violations for the subject dog; operating a business without a license and/or
225 lack of State Tax ID Number; fighting dog activity in violation of Penal Code section
226 597.5; animals left unattended in motor vehicles; potentially dangerous, dangerous or
227 vicious animals; and noisy animals.
228

- 29 2. Should the owner or custodian of an unaltered dog or cat be found in violation of a
30 state or local law, as stated above, in subsection (1), the owner or custodian shall be
31 required to spay or neuter the unaltered animal in accordance with this section.
32

33 **f. IMPOUNDMENT OF UNALTERED DOG OR CAT**
34

- 35 1. When an unaltered dog or cat is impounded pursuant to state and/or local law, in
36 addition to satisfying applicable requirement for the release of the animal, including but
37 not limited to payment of impound fees pursuant to this Ordinance, the owner or
38 custodian shall also do one of the following:
39
- 40 A. Provide written proof of the dog or cat's prior sterilization, if conditions cannot or
41 do not make this assessment obvious to Department personnel;
42
 - 43 B. Have the dog or cat spayed or neutered by a Department veterinarian at the
44 expense of the owner or custodian. Such expense may include additional fees
45 due to extraordinary care required;
46
 - 47 C. Have the dog or cat spayed or neutered by another California licensed
48 veterinarian. The owner or custodian may arrange for another California licensed
49 veterinarian to spay or neuter the animal, and shall pay to the Department the
50 cost to deliver said animal to the chosen veterinarian. The cost to deliver the
51 animal shall be based on the Department's hourly rate established by the Auditor-
52 Controller. The veterinarian shall complete and return to the Department within
53 ten (10) business days, a statement confirming that the dog or cat has been
54 spayed or neutered or is, in fact, incapable of breeding and shall release the dog
55 or cat to the owner or custodian only after the spay or neuter procedure is
56 complete;
57
 - 58 D. At the discretion of the Director, the dog or cat may be released to the owner or
59 custodian if he or she signs a statement under penalty of perjury, representing
60 that the dog or cat will be spayed or neutered and that he or she will submit a
61 statement within ten (10) business days of the release, signed by the veterinarian,

162 confirming that the dog or cat has been spayed or neutered or is incapable of
163 breeding;

164
165 E. Or if the owner or custodian demonstrates compliance with this section.
166

167 2. COSTS OF IMPOUNDMENT
168

169 A. The owner or custodian of the unaltered dog or cat shall be responsible for the
170 costs of impoundment, which shall include daily boarding cost, vaccination,
171 medication, and any other diagnostic or therapeutic applications as provided in
172 this Ordinance.
173

174 B. The costs of impoundment shall be a lien on the dog or cat, and the unaltered
175 animal shall not be returned to its owner or custodian until the costs are paid. If
176 the owner or custodian of an impounded unaltered animal does not pay the lien
177 against it in full within fourteen (14) business days, the animal shall be deemed
178 abandoned to the Department in accordance with this Ordinance.
179

180 g. APPLICATION OF FEES AND FINES COLLECTED
181

182 All costs and fines collected under this part and the fees collected under, subsection (f)
183 shall be paid to the Department for the purpose of defraying the cost of the implementation
184 and enforcement of this program.
185

186 **Section 13 MANDATORY MICROCHIPPING OF DOGS AND CATS**

187 a. All dogs and cats over the age of four months must be implanted with an identifying
188 microchip. The owner or custodian is required to provide the microchip number to the
189 Department, and shall notify the Department of any change of ownership of the dog or cat,
190 or any change of address or telephone number. Nothing in this section supersedes,
191 eliminates, or alters the requirements of Sections 2, 5 or any other licensing requirements of
192 this ordinance.

193 b. Exemptions. The mandatory micro chipping requirements shall not apply to any of the
194 following:

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1. A dog or cat with a high likelihood of suffering serious bodily injury, if implanted with the microchip identification, due to the health conditions of the animal. The owner or custodian must obtain written confirmation of the fact from a California licensed Veterinarian. If the dog or cat is able to be safely implanted with an identifying microchip at a later date that date must be stated in the written confirmation.

2. A dog or cat which would be impaired of its athletic ability or performance if implanted with the microchip identification. The owner or custodian must obtain written confirmation of that fact from a California licensed Veterinarian. If the dog or cat is able to be safely implanted with an identifying microchip at a later date that date must be stated in the written confirmation.

3. A dog or cat that is kenneled or trained in Riverside County, but is owned by an individual that does not reside in Riverside County. The owner or custodian must keep and maintain the animal in accordance with the applicable laws and ordinances of the jurisdiction in which the owner or custodian of the animal permanently resides, including but not limited to the applicable licensing and rabies vaccination requirements of that jurisdiction.

c. Transfer, sale of dogs and cats

1. An owner or custodian who offers any dog, over the age of four months, for sale, trade, or adoption must provide the microchip identification number and the valid dog license number with the offer of sale, trade or adoption. The license and microchip numbers must appear on a document transferring the dog to the new owner. The owner or custodian shall also advise the Department of the name and address of the new owner or custodian in accordance with subdivision (a) of this section. An owner or custodian offers any dog, over the age of four months, for sale, trade, or adoption and fails to provide the Department with the name and address of the new owner is in violation of this Ordinance and shall be subject to the penalties set forth herein.

27 2. An owner or custodian who offers any cat, over the age of four months, for sale, trade, or
28 adoption must provide the microchip identification number and the valid dog license
29 number with the offer of sale, trade or adoption. The microchip numbers must appear on
30 a document transferring the cat to the new owner. The owner or custodian shall also
31 advise the Department of the name and address of the new owner or custodian in
32 accordance with subdivision (a) of this section. An owner or custodian offers any cat,
33 over the age of four months, for sale, trade, or adoption and fails to provide the
34 Department with the name and address of the new owner is in violation of this Ordinance
35 and shall be subject to the penalties set forth herein.
36

37 3. When a puppy or kitten under the age of four months implanted with microchip
38 identification is sold or otherwise transferred to another person, the owner or custodian
39 shall advise the Department of the name and address of the new owner or custodian,
40 and the microchip number of the puppy or kitten within ten (10) days after the transfer. If
41 it is discovered that an owner or custodian has failed to provide the Department with the
42 name and address of the new owner and the microchip number of the puppy or kitten,
43 the owner or custodian shall be subject to the penalties set forth in this Ordinance.
44

45 d. When an impounded dog or cat is without microchip identification, in addition to satisfying
46 applicable requirements for the release of the animal, including but not limited to payment of
47 impound fees pursuant to this Ordinance, the owner or custodian shall also do one of the
48 following:
49

50 1. Have the dog or cat implanted with a Department microchip by a Department registered
51 veterinarian technician or veterinarian or designated personnel at the expense of the
52 owner or custodian;
53

54 2. Have the dog or cat implanted with a Department approved microchip by a California
55 licensed veterinarian. The owner or custodian may arrange for another California
56 licensed veterinarian to perform the implant, and shall pay to the Department the cost to
57 deliver the dog or cat to the chosen veterinarian. The cost to deliver the dog or cat shall
58 be based on the Department's hourly rate established by the Riverside County Auditor-
59 Controller. The veterinarian shall complete and return to the Department within ten (10)

.60 business days, a statement confirming that the microchip has been implanted, provide
.61 the Department with the number and shall release the dog or cat to the owner or
.62 custodian only after the procedure is complete;

.63
.64 3. Or, at the discretion of the Director of Animal Services, the dog or cat may be released to
.65 the owner or custodian if he or she signs a statement under penalty of perjury,
.66 representing that the dog or cat will be implanted with a microchip and that he or she will
.67 submit a statement within ten (10) business days of the release, signed by a California
.68 licensed veterinarian, confirming that the dog or cat has been so implanted and provide
.69 the microchip number to the Department or allow the Department to scan the dog or cat
.70 for the microchip to verify.

.71
.72 e. Fees for microchip identification device. The fee for an identifying microchip device shall be
.73 included in the cost of adoption when adopting a dog or cat from a Riverside County animal
.74 shelter. The fee for an identifying microchip device shall be the amount set forth in Section
.75 11, subdivision (p) per animal for all other animals. If an animal has already been implanted
.76 with an identifying microchip device by some other facility, there will be no fee to have the
.77 identification number entered into the Department's registry as required by subdivision (a) of
.78 this section.

.79
.80 f. Allocation of fees and fines collected. All costs, fees, and fines collected under this section
.81 shall be paid to the Department for the purpose of defraying the cost of the implementation
.82 and enforcement of this program and for low cost microchipping programs administered by
.83 the Department.

.84
.85 **Section 14 STRAY OR BARKING DOGS**

.86 It shall be unlawful for the owner or person in charge of any dog, whether licensed or
.87 unlicensed, to permit such dog to run at large.

.88
.89 **Section 15 CAT TRAPPING**

- 91 a. It shall be unlawful for any person to set or maintain an operating trap for a cat unless sign
92 is posted on the property stating that such a trap is in the use on the property. The sign
93 shall be clearly visible from the road serving the property on which the trap is set or
94 maintained and shall remain posted and visible at all times while the trap is in use. Trapping
95 shall not continue for more than ten (10) days in a thirty (30) day period. (See Resolution
96 No 89-148.) If a person maintaining a trap should trap a lactating female cat, the person
97 shall immediately release the cat thereby eliminating the chance of removing a cat that may
98 be nursing kittens. This Section shall apply when the trap is being used for rabies control as
99 determined in writing by the Department of Animal Services.
:00

:01 **Section 16 RABIES SUPPRESSION, CONTROL AND QUARANTINE**
:02

- :03 a. If it shall appear to the Director that any animal has rabies, the Director may destroy such
:04 animal forthwith, or may hold such animal for further examination or observation for such
:05 time as the Director may determine to be appropriate.
:06
- :07 b. Whenever any animal has been bitten by an animal which has rabies, which exhibits any
:08 symptoms of rabies or which is otherwise suspected of having or having been exposed to
:09 rabies, the owner or person having custody of such bitten animal shall immediately notify
:10 the Director, and shall immediately confine the animal and maintain that confinement until it
:11 is established, to the satisfaction of the Director, that such animal does not have rabies.
:12 The Director shall have the power to quarantine any such animal, or impound it at the
:13 owner's expense if the owner or person having custody of such animal shall fail, refuse, or is
:14 unable, in the opinion of the Director, to adequately confine such animal immediately, or in
:15 the event the owner or person having custody of such animal is not readily accessible.
:16
- :17 c. Whenever it is shown that any animal has bitten any person, the owner of person having
:18 custody of such animal shall, upon the order of the director, quarantine such animal and
:19 keep it confined at the owner's expense for a minimum period of ten (10) days for dogs and
:20 cats and fourteen (14) days for all other animals, and shall allow the Director to make an
:21 examination of such animal at any time during such period of quarantine. Animals
:22 quarantined pursuant to this Subsection (c) shall not be removed from the premises upon
:23 which such animal is quarantined without permission of the Director. The director is hereby

!24 authorized to impound any animal at the owner's expense in the event the owner or person
!25 having custody of such animal fails or refuses to so confine such animal. Animals
!26 quarantined pursuant to this Subsection (c) shall remain under quarantine until notice is
!27 given by the Director that such quarantine is terminated.

!28

!29 d. The Director may, at his or her discretion, post or cause to be posted an appropriate sign on
!30 any premises where an animal is quarantined pursuant to this Ordinance, for the purpose of
!31 warning the public of the fact of such quarantine. It shall be unlawful for any person to
!32 remove a sign posted pursuant to this Subsection (d) without the permission of the Director.

!33

!34 e. Whenever the Director shall determine that an epidemic of rabies exists or is threatened, the
!35 Director shall have the authority to take such measures as may be reasonably necessary to
!36 prevent the spread of the disease, including but not limited to the declaration of quarantine
!37 against any or all animals in any area of the County of Riverside as the Director may
!38 determine and define, for a period of not more than one hundred and twenty (120) days. An
!39 additional or extended quarantine period shall be deemed necessary by the Director for the
!40 protection and preservation of the public health, peace and safety. Any quarantine declared
!41 pursuant to this Subsection (e), other than as restricted herein, shall be upon such
!42 conditions as the Director may determine and declare.

!43

!44 f. No person shall bring a dog into the unincorporated area of the County of Riverside from
!45 any city located in the County of Riverside in which a reported case of rabies exists or has
!46 existed within the past six (6) months, nor shall any person bring a dog into the
!47 unincorporated area of the County of Riverside from any county, city, state or country in
!48 which a reported case of rabies exists or has existed within the preceding six (6) months.

!49

!50 g. In order to protect the public health from the hazard of rabies which has been found to exist
!51 in skunks, a quarantine is hereby imposed, to continue until released by the Director,
!52 whereby it is prohibited to trap or capture skunks for pets; to trap, capture, or hold skunks in
!53 captivity for any reason; to transport skunks from or into the County of Riverside except
!54 pursuant to a permit issued by the California Department of Health Services pursuant to
!55 Title 17, California Administrative Code, Section 2606.8.

!56

h. Any exotic or hybrid animal shall be vaccinated and/or quarantined pursuant to State law.

Section 17 PLACEMENT REQUIREMENTS

a. Any person who within the unincorporated area of Riverside County, or any business entity or other organization located in or doing business in the unincorporated area of Riverside County which, advertises or offers in any manner, puppies or dogs for sale, trade, barter or to be given away for free, must display in such advertisements, announcement or flyer the following information:

1. The license number and name of the licensing agency of each of the mother animals, any of whose offspring are so offered (in the case of puppies under four months of age), and/or
2. the license number and name of licensing agency of each of the dogs (in the case of animals four months or more of age), and/or
3. the kennel and or rescue permit number and name of permitting agency of the owner of each of the mother animals any of whose offspring are so offered (in the case of puppies under four months of age),
4. And/or the kennel permit and/or rescue number and name of the permitting agency of the owner of each of the dogs so offered (in the case of animals four months or more of age).

b. This Section shall not apply to public animal shelters or nonprofit humane societies which are in compliance with Food and Agricultural Code Sections 30503 and 31751, nor shall it apply to persons who relinquish animals to such shelters or societies.

c. Violators subject to citation are to be furnished with a list of low-cost or no-cost spay and neuter resources.

- 189 d. It shall be unlawful for any person to make use of stolen, counterfeit or unauthorized
190 license, tag, certificate or any other document or item for the purpose of evading the
191 provisions of the Section.
192

193 **Section 18 PROHIBITION OF SALES OR THE GIVING AWAY OF DOGS AND**
194 **CATS ON PUBLIC PROPERTY**

195
196 No person shall, in the unincorporated area of Riverside County, offer for sale or sell or give away
197 or transfer for adoption any cat, kitten, dog or puppy on any public street, public sidewalk or public
198 park.
199

200 **Section 19 ENFORCEMENT**

- 201
202 a. The Animal Services Director shall supervise the administration and enforcement of this
203 Ordinance and of the laws of the State of California pertaining to the care and control of
204 dogs animals and shall have charge of the Department of Animal Services employees and
205 facilities.
206
207 b. The Board of Supervisors may enter into a written agreement or agreements with any
208 veterinarian, organized humane society, association, person, corporation or organization
209 which will undertake to carry out the provisions of this Ordinance and maintain and operate
210 a shelter, and which will license, take up, impound and dispose of animals. Any such
211 veterinarian or society or association which shall enter into such an agreement shall carry
212 out all the provisions of this Ordinance in the manner herein prescribed.
213
214 c. It shall be unlawful for any person to interfere with, oppose or resist any officer, employee
215 or person empowered to enforce the provisions of this Ordinance while such officer,
216 employee or person is engaged in the performance of his/her duties as provided herein.
217
218 d. Nothing in this Ordinance shall prevent the Animal Services Director from acting, when
219 he/she deems it appropriate to do so, under the applicable provisions of the California Penal
220 Code, Section 597, et seq.

121
122 **Section 20 VIOLATION**
123

124 In addition to the remedies and penalties contained in this ordinance, any person violating any
125 provision of County Animal Control Ordinances shall be guilty of an infraction, unless otherwise
126 stated in such County Animal Control Ordinances, and upon conviction thereof shall be punished
127 by; (1) a fine not to exceed one hundred dollars (\$100.00) for the first violation; (2) a fine not to
128 exceed two hundred dollars (\$200.00) for the second violation within one year; (3) a fine not to
129 exceed five hundred dollars (\$500.00) for each additional violation within one year. Each day a
130 violation is committed or permitted to continue shall constitute a separate offense.
131

- 132 a. Persons receiving a citation for any infraction resulting from a violation of this chapter, may
133 choose to clear the citation within ten (10) business days, thereby avoiding a visit to court
134 and a potentially higher court fine, by demonstrating their compliance to the Animal Services
135 Director through their written, signed agreement and paying an administrative fee of sixty
136 dollars (\$60.00) to Department.
137
- 138 b. Persons who violate a home quarantine, fail to produce an animal for quarantine upon
139 demand , or in any other way interfere with rabies investigation, shall be guilty of an
140 misdemeanor, pursuant to Section 121710 of the California Health and Safety Code and
141 Section 9701 of the California Food and Agriculture Code, which is punishable by
142 imprisonment in the County Jail for a period not to exceed one year, or by a fine of not less
143 than one hundred dollars (\$100.00), nor more than one thousand dollars (\$1,000.00) per
144 day of violation, or both fine and imprisonment.
145

146 **Section 21 RECOUPMENT OF ENFORCEMENT COSTS**
147

148 The intent of this Section is to authorize the recoupment of administrative costs reasonably related
149 to the enforcement of this Ordinance. In furtherance of this intent the County shall be entitled to
150 recover costs of enforcement, including costs of staff time, by complying with the following
151 procedure:
152

53 a. **Records of Costs;** The Department of Animal Services shall maintain records of all
54 administrative costs, incurred by the Department and all other responsible County
55 Departments, in the processing of the violation or violations and the enforcement of
56 this Ordinance and other applicable ordinances and may recover such costs from the
57 violator and/or property owner or property occupier as provided herein.

58
59 b. **Notice;** Upon investigation and determination that a violation of any of the provisions
60 of this Ordinance or other related County ordinances is found to exist, the
61 Department of Animal Services and/or other County Department(s) shall notify the
62 violator and/or record owner of the property, or any person having possession or
63 control of the subject property, by mail of the existence of the violation, of the
64 Department's intent to charge the violator and/or property owner and/or person
65 having possession or control of the property for all administrative costs associated
66 with enforcement, and of the respondent's right to a hearing on objections thereto.
67 The notice shall be in substantially the following form:

68
69 **NOTICE**

70
71 The Department of Animal Services and or Department of _____ has/have
72 determined the conditions exist at the property located at _____
73 _____ which violate Sections(s) _____
74 of Riverside County Ordinance No(s) _____

75
76 To wit:

77 _____
78 _____
79 _____
80 _____
81
82 Notice is hereby given that at the conclusion of this case you will receive a summary of
83 administrative costs associated with the processing of such violation(s), at an hourly rate as
84 established and adjusted from time to time by the Board of Supervisors. The hourly rate presently

in effect is _____ per hour of staff time. You will have the right to object to these charges by filing a Request for Hearing with the Department of Animal Services within ten (10) business days of service of the Summary of Charges.

-
- c. **Summary of Costs;** At the conclusion of the case, the Department of Animal Services shall send a summary of costs associated with enforcement to the violator and/or owner of the property and/or person having possession or control of the subject property by certified mail. The Summary shall include a notice in substantially the following form:
-

NOTICE

If you object to these charges, you must file a Request for Hearing on the enclosed form within ten (10) business days of the date of this notice.

IF YOU FAIL TO TIMELY REQUEST A HEARING, YOUR RIGHT TO OBJECT WILL BE WAIVED ANY YOU WILL BE LIABLE TO THE COUNTY OF RIVERSIDE FOR THESE CHARGES, TO BE RECOVERED IN A CIVIL ACTION IN THE NAME OF THE COUNTY, IN ANY COURT OF COMPETENT JURISDICTION WITHIN THE COUNTY.

DATED: _____

DEPARTMENT OF ANIMAL SERVICES: _____

- d. **Right to Hearing;** Any violator or property owner, or other person having possession and control of the property, who receives a Summary of Costs under this Section shall have the right to a hearing before the Director of the Department of Animal Services or his/her designee on his/her objections to the proposed costs in accordance with the procedures set forth herein.

- e. **Request for Hearing;** A request for hearing shall be filed with the Department within ten (10) days of the service by mail of the Department's Summary of Costs, on

.18 a form provided by the Department. Within thirty (30) days of the filing of the request,
.19 and on ten (10) days written notice to the violator and/or owner, the Director or
.20 his/her designee shall hold a hearing on the violator and/or owner's objections, and
.21 shall determine the validity thereof.
.22

.23 f. **Recovery of costs;** In the event that (a) no Request for Hearing is timely filed or (b)
.24 after a hearing, the Director of the Department of Animal Services or his/her designee
.25 affirms the validity of the costs, the violator, the property owner or the person in
.26 control and possession of the property shall be liable to the County in the amount
.27 stated in the Summary of Costs or any lesser amount as determined by the Director
.28 or his/her designee. These costs shall be recoverable in a civil action in the name of
.29 the County, in any competent jurisdiction within the County.
.30

.31 g. **Director's Decision;** In determining the validity of the costs, the Director or his/her
.32 designee shall consider whether the total costs as charged have been fairly and
.33 accurately calculated. Factors to be considered include whether the time and
.34 personnel spent in enforcement were reasonably necessary to bring about
.35 compliance and whether the rate charged is the current rate established by the
.36 County.
.37

.38 h. **Appeal;** The decision of the Director or his/her designee may be appealed by filing a
.39 written notice of appeal with the Clerk of the Board within ten (10) days after service
.40 by mail on the violator, property owner, or other person having possession and
.41 control of the property. The appeal shall be heard by the Board of Supervisors which
.42 may affirm, amend or reverse the decision and may take any other action deemed
.43 appropriate. The Department shall give written notice of the time and the place of the
.44 hearing to appellant. In conducting the hearing, the Board of Supervisors shall not
.45 be limited by the technical rules of evidence.
.46
.47

.48 **Section 22 ADMINISTRATIVE CITATIONS AND PENALTIES**
.49

150 In addition to the remedies and penalties contained in this ordinance, and in accordance with
151 Government Code Section 53069.4, an administrative citation may be issued for any violation of
152 County Animal Control Ordinances. The following procedures shall govern the imposition,
153 enforcement, collection and administrative review of administrative citations and penalties.
154

155 a. **Notice of violation.** If an animal is owned, kept, maintained, or found to be in violation of a
156 County Animal Control Ordinance, an administrative citation may be issued by the animal
157 control officer. An administrative citation will not be issued for violation of Section 5
158 (Mandatory Licensing of Kennels and Catteries) prior to written notice of violation being
159 issued.
160

161 b. **Content of Citation.** The administrative citation shall be issued on a form approved by
162 County Counsel and shall contain the following information:
163

- 164 1. Date, location and approximate time that the violation was observed;
- 165
- 166 2. The ordinance violated and a brief description of the violation;
- 167
- 168 3. The amount of the administrative penalty imposed for the violation;
- 169
- 170 4. Instructions for payment of the penalty, and the time period by which it shall be paid and
171 the consequences of failure to pay the penalty within the required time period;
- 172
- 173 5. Instructions on how to appeal the citation;
- 174
- 175 6. The signature of the animal control officer.

176
177 The failure of the citation to set forth all required contents shall not affect the validity of
178 the proceedings.
179

180 c. **Service of Citation.**
181

- .82 1. If the person who has violated the County Animal Control Ordinance is present at the
.83 scene of the violation, the animal control officer shall attempt to obtain his signature on
.84 the administrative citation and shall deliver a copy of the administrative citation to him.
.85
- .86 2. If the owner, occupant or other person who has violated a County Animal Control
.87 Ordinance is a business, and the business owner is on the premises, the animal control
.88 officer shall attempt to deliver the administrative citation to him/her. If the animal control
.89 officer is unable to server the business owner on the premises, the administrative citation
.90 may be left with the manager or employee of the business. If left with the manager or
.91 employee of the business, a copy of the administrative citation shall also be mailed to
.92 the business owner by certified mail, return receipt requested.
.93
- .94 3. If no one can be located at the property where the violation occurred, then the
.95 administrative citation shall be posted in a conspicuous place on or near the property
.96 and a copy mailed by certified mail, return receipt requested to the owner, occupant or
.97 other person who has violated the ordinance. The citation shall be mailed to the
.98 property address and/or the address listed for the owner on the last county equalized
.99 assessment roll. The citation shall also be mailed to any additional address for the
i00 owner in Department records.
i01
- i02 4. The failure of any interested person to receive the citation shall not affect the validity of
i03 the proceedings.
i04

i05 d. Administrative Penalties
i06

- i07 1. The penalties assessed for each violation of a County Animal Control Ordinance shall
i08 not exceed the following amounts.
i09
- i10 i. One hundred dollars (\$100.00) for a first violation;
i11
- i12 ii. Two hundred dollars (\$200.00) for a second violation of the same administrative
i13 abatement order within one year;
i14

i15 iii. Five hundred dollars (\$500.00) for each additional violation of the administrative
i16 abatement order within one year.

i17
i18 2. If the violation is not corrected, additional administrative citations may be issued for the
i19 same violation. The amount of penalty shall increase at the rate specified above.

i20
i21 3. Payment of the penalty shall not excuse the failure to correct the violation nor shall it bar
i22 further enforcement action.

i23
i24 4. The penalties assessed shall be payable to the County of Riverside Department of
i25 Animal Services.

i26
i27 5. Where the violation would otherwise be an infraction, the administrative penalty shall not
i28 exceed the maximum fine or infraction amount.

i29
i30 e. Administrative Appeal of Administrative Citation.

i31
i32 1. Notice of Appeal. The recipient of an administrative citation may appeal the citation by
i33 filing a written notice of appeal with the Department. The written notice of appeal must
i34 be filed within twenty (20) days of the service of the administrative citation set forth in
i35 subsection (c) above. Failure to file a written notice of appeal within this time period
i36 shall constitute a waiver of the right to appeal the administrative citation. The notice of
i37 appeal shall be submitted on county forms and shall contain the following information:

i38
i39 i. A brief statement setting forth the appellant's interest in the proceedings;

i40
i41 ii. A brief statement of the material facts which the appellant claims supports his
i42 contention that no administrative penalty should be imposed or that an administrative
i43 penalty of a different amount is warranted;

i44
i45 iii. An address at which the appellant agrees notice of any additional proceeding or an
i46 order relating to the administrative penalty may be received by mail;

i48 iv. The notice of appeal must be signed by the appellant.

i49
i50 v. A check or money order is required, as a deposit, for the total penalty amount shown
i51 on the front side of the citation, before the Administrative Appeal will be scheduled.

i52
i53 vi. Indigence must be proved to have the deposit waved.

i54
i55 2. Administrative Hearing. Upon a timely written request by the recipient of an
i56 administrative citation, an administrative hearing shall be held as follows:

i57
i58 i. Notice of Hearing. Notice of the administrative hearing regarding the administrative
i59 citation shall be given at least ten (10) days before the hearing to the person
i60 requesting the hearing.

i61
i62 ii. The administrative hearing regarding the administrative citation shall be held before
i63 the Animal Services Director, or his designee. The hearing officer shall not be the
i64 investigating animal control officer who issued the administrative citation or his
i65 immediate supervisor. The Director may contract with a qualified provider to conduct
i66 the administrative hearings or to process administrative citations.

i67
i68 iii. Conduct of the Hearing. The investigating animal control officer who issued the
i69 administrative citation shall not be required to participate in the administrative hearing
i70 regarding the citation. The contents of the investigating animal control officer's file
i71 shall be admitted as prima facie evidence of the facts stated therein. The hearing
i72 officer shall not be limited by the technical rules of evidence. If the person requesting
i73 the appeal of the administrative citation fails to appear at the administrative hearing,
i74 the hearing officer shall make his determination based on the information contained
i75 in the notice of appeal.

i76
i77 iv. Hearing Officer's Decision. The hearing officer's decision regarding the
i78 administrative citation following the administrative hearing may be personally
i79 delivered to the person requesting the hearing or sent by mail. The hearing officer
i80 may allow payment of the administrative penalty in installments, if the person

81 provides evidence satisfactory to the hearing officer of an inability to pay the penalty
82 in full at one time. The hearing officer's decision shall contain instruction for
83 obtaining review of the decision by the superior court.
84

85 f. Review of Administrative Hearing Officer's Decision.

86 If the recipient of an administrative citation disagrees with the administrative hearing officer's
87 decision upholding the issuance of the administrative citation and/or administrative penalty
88 amount assessed, the recipient may appeal the issuance of the administrative citation to the
89 superior court as set forth in this section.
90

91 1. Notice of Appeal. Within twenty (20) days of the delivery and mailing of the hearing
92 officer's decision regarding the administrative citation, the recipient of the administrative
93 citation may contest that decision by filing an appeal to be heard by the superior court.
94 The fee for filing the notice of appeal is twenty-five dollars (\$25.00). The failure to file
95 the written appeal and to pay the filing fees within this period shall constitute a waiver of
96 the right to an appeal and the decision shall be deemed confirmed. A copy of the notice
97 of appeal shall be served in person or by first class mail upon the Department of Animal
98 Services by the contestant.
99

100 2. Conduct of Hearing. The conduct of the appeal hearing is a subordinate judicial duty
101 and may be performed by traffic trial commissioners and other subordinate judicial
102 officials at the direction of the presiding judge of the court. The appeal shall be heard de
103 novo, except that the contents of the issuing agency's file in the case shall be received
104 into evidence. A copy of the issued administrative citation providing notice of the
105 violation and imposition of the administrative penalty shall be admitted into evidence as
106 prima facie evidence of the facts stated therein. The court shall request that the issuing
107 agency's file on the case be forwarded to the court, to be received within fifteen (15)
108 days of the request.
109

110 3. Judgment. The court shall retain the twenty-five dollar (\$25.00) fee regardless of the
111 outcome of the appeal. If the court finds in favor of the contestant, the amount of the fee
112 shall be reimbursed to the contestant by the Department of Animal Services. Any
113 deposit of the fine or penalty shall be refunded to the Department of Animal Services in

i14 accordance with the judgment of the court. If the fine or penalty has not been deposited
i15 and the decision of the court is against the contestant, the issuing agency may proceed
i16 to collect the penalty pursuant to the procedures set forth in this Ordinance, or in any
i17 other manner provided by law.
i18

i19 **Section 23 PUBLIC NUISANCE**
i20

i21 a. The possession or maintenance of any dog, cat or other identified animal or the allowing of
i22 any dog, cat or other identified animal to be in violation of this Ordinance, Ordinance No.
i23 771 or any other County Ordinance or stat law, is hereby declared to be a public nuisance.
i24 The Animal Services Director and any Riverside County peace officer are hereby directed
i25 and empowered to abate any such public nuisance independently of any criminal
i26 prosecution or the results of thereof, by any means reasonably necessary to accomplish
i27 said abatement including but not limited to the destruction of the dog, cat or other identified
i28 animal involved, or by the imposition of specific reasonable conditions and restrictions for
i29 the maintenance of such dog, cat or other identified animal. Failure to comply with such
i30 conditions and restrictions is a misdemeanor. The owner of such dog, cat or other identified
i31 animal shall reimburse to the County of Riverside for all costs incurred in enforcing
i32 compliance with the provisions of this Section 23. The County of Riverside, by and through
i33 the Animal Services Director, may also commence and maintain such proceedings in a
i34 court of competent jurisdiction as are appropriate under the laws and regulations of the
i35 State of California for the abatement and redress of public nuisances.
i36

i37 b. At least ten (10) working days prior to the impoundment or abatement or both pursuant to
i38 Section 23, Subsection (a) of this Ordinance, the owner or custodian of the subject dog, cat,
i39 or other identified animal shall be notified by the Animal Services Director, in writing, of the
i40 right to a hearing to determine whether grounds exist for such impoundment or abatement
i41 or, where applicable, both. Said notice shall be served by hand-delivery or by registered or
i42 certified mail, postage prepaid, return receipt requested. If the owner or custodian requests
i43 a hearing prior to impoundment or abatement, no impoundment or abatement shall take
i44 place until the conclusion of such hearing, except as provided in paragraph (c) below.
i45

i46 c. When, in the opinion of the Animal Services Director, immediate impoundment is necessary
i47 for the preservation of animal or public health, safety or welfare, or if the subject dog, cat or
i48 other identified animal has been impounded under any other provision of this Ordinance or
i49 any law or regulation of the State of California, the pre-impoundment hearing shall be
i50 deemed waived; provided, however, that the owner or custodian of the subject dog or cat
i51 shall be given notice by the Animal Services Director, in writing, which would allow five (5)
i52 working days to request an abatement hearing. Service of such notice shall be in
i53 accordance with the service methods specified in Section 23, Subsection (b) of this
i54 Ordinance. Where requested by such owner or custodian, a hearing shall be held within
i55 five (5) days of the request therefor, and the subject dog, cat or other animal shall not be
i56 disposed of prior to the conclusion of the hearing. If, after five (5) working days from the
i57 date of service of the notice specified in the Subsection (c) of Section 24 of this Ordinance,
i58 no request for a hearing is received from the owner or custodian of the subject dog, cat or
i59 other animal, such dog, cat or other animal shall be disposed of pursuant to applicable
i60 provisions of law.

i61
i62 d. All hearings pursuant to Section 23 of this Ordinance shall be conducted by the Animal
i63 Services Director personally or by a designee who shall not have been directly involved in
i64 the subject action. Hearings shall be held not more than ten (10) days from the date of
i65 receipt of the request for the hearing and shall be conducted in an informal manner
i66 consistent with due process of law. A hearing may be continued for a reasonable period of
i67 time if the Animal Services Director deems such continuance to be necessary and proper or
i68 if the owner or custodian shows good cause for such continuance. Within ten (10) days
i69 after the conclusion of the hearing, the Animal Services Director shall render, in writing,
i70 his/her findings, decision and order thereon and shall give notice of said findings, decision
i71 and order to the owner or custodian of the subject dog, cat or other animal; service of such
i72 notice shall be in accordance with the service methods specified in Section 24, Subsection
i73 (b) of this Ordinance.

i74
i75 e. Pursuant to Food and Agriculture Code Section 31622, the owner or keeper of a dog can
i76 appeal the decision of the administrative hearing to the superior court.
i77

i78 **Section 24 ADJUSTMENT OF FEES**

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All of the fees set forth in this Ordinance shall be in effect until the Board of Supervisors shall by Ordinance fix some other fees upon the basis of a cost-analysis as determined by the Riverside County Auditor-Controller or, where applicable, pursuant to a change in the applicable laws and regulations of the State of California, or where applicable, both.

Section 25 SEVERABILITY

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect other provisions or applications of the provisions of this Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are hereby declared to be severable.

Section 26

Ordinance numbers 455, 455.1 through 455.70, inclusive are hereby repealed.

Section 27 WAIVER OF FEES

At the discretion of the Animal Services Director, the impoundment fees recoverable under Section 11 may be waived by the Animal Services Director based upon indigent circumstances of the owner of the impounded animal that are verified by the Department of Animal Services so long as the animal is being kept and maintained in accordance with all other provisions of this Ordinance, the County Ordinances, and State Law.

This Ordinance shall take effect thirty (30) days after its adoption or amendment.

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

10 By: John J. Benoit
11 Chairman, Board of Supervisors
12 JOHN J. BENOIT

13 ATTEST KECIA HARPER-IHEM
14 CLERK OF THE BOARD

15 By: Kecia Harper-Ihem
16 Deputy

17
18 (SEAL)

19
20 APPROVED AS TO FORM

21 By: Kristine Bell-Valdez
22 Kristine Bell-Valdez
23 Deputy County Counsel
24

25 **Adopted:**

26 630 Item 3.5b of 02/03/1987 (Eff: 04/04/1987)

27 **Amended:**

28 630.1 Item 9.3a & b of 05/09/1989 (Eff: 06/08/1989)

29 630.2 (Not Used)

30 630.3 Item 3.5 of 08/31/1993 (Eff: 11/30/1993)

31 630.4 Item 11.3 of 03/08/1994 (Eff: 05/07/1994)

32 630.5 Item 12.7 of 12/13/1994 (Eff: 03/01/1995)

33 630.6 Item 12.4 of 05/25/1999 (Eff: 07/01/1999)

34 630.7 Item 12.1 of 08/24/1999 (Eff: 09/22/1999)

35 630.8 Item 3.13 of 06/04/2002 (Eff: 07/04/2002)

36 630.9 Item 3.4 of 04/15/2003 (Eff: 05/14/2003)

37 630.10 Item 9.9 of 12/11/2007 (Eff: 01/10/2008)

38 630.11 Item 9.2 of 07/01/2008 (Eff: 07/31/2008)

39 630.12 Item 3.12 of 01/27/2009 (Eff: 02/26/2009)

40 630.13 Item 9.11 of 07/14/2009 (Eff: 08/13/2009)

41 630.14 Item 3.98 of 08/31/2010 (Eff: 09/30/2010)

42 630.15 Item 9.2 of 08/16/2011 (Eff: 09/15/2011)

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STATE OF CALIFORNIA)
)
COUNTY OF RIVERSIDE) ss

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said county held on January 5, 2016, the foregoing ordinance consisting of 27 Sections was adopted by the following vote:

AYES: Jeffries, Tavaglione, Washington Benoit and Ashley
NAYS: None
ABSENT: None

DATE: January 5, 2016

KECIA HARPER-IHEM
Clerk of the Board
BY: *Karen Boston*
Deputy

SEAL

Description	Current Rate	Proposed Rate	Increase/ (Decrease)	REASON FOR CHANGE
Altered dog license - 1 year	\$16.00	\$17.00	1.00	Comparative Analysis
Altered dog license - 2 year	\$25.00	\$34.00	9.00	No discount for multiple years
Altered dog license - 3 year	\$35.00	\$49.00	14.00	discount for multiple years
Unaltered dog license - 1 year	\$100.00	\$100.00	0.00	Comparative Analysis
Unaltered dog license - 2 year	\$175.00	\$200.00	25.00	No discount for multiple years
Unaltered dog license - 3 year	\$225.00	\$300.00	75.00	No discount for multiple years
Dog or Cat Breeders - 1 year	\$65.00	\$65.00	0.00	No change
Dog or Cat Breeders - 2 year	\$115.00	\$130.00	15.00	No discount for multiple years
Dog or Cat Breeders - 3 year	\$150.00	\$195.00	45.00	No discount for multiple years
Altered dog license - 1 year (senior citizen)	\$10.00	\$12.00	2.00	Comparative Analysis
Altered dog license - 2 year (senior citizen)	\$15.00	\$24.00	9.00	No discount for multiple years
Altered dog license - 3 year (senior citizen)	\$20.00	\$36.00	16.00	No discount for multiple years
Dangerous/vicious animal registration - 1 year	\$250.00	\$250.00	0.00	No change
Processing Fee for online license purchases	\$1.50	\$1.50	0.00	No change
Credit Card processing fee (This is a new fee)	\$0.00	3.0%	0.00	cover credit card fees
Dog license late fee	\$25.00	\$25.00	0.00	No change
Dog license late fee (senior citizen)	\$15.00	\$15.00	0.00	No change
Transfer of ownership fee - dog	\$6.00	\$6.00	0.00	No change
New resident dog license late fee	\$25.00	\$25.00	0.00	No change
Dog license replacement tag	\$6.00	\$6.00	0.00	No change
Optional Cat license	\$9.00	\$3.00	(6.00)	\$6 reduction
Class 1 Kennel license - 5-10 dogs [1 year, unaltered]	\$280.00	\$250.00	(30.00)	\$30 Reduction
Class 1 Kennel license - 5-10 dogs [2 year, unaltered]	\$300.00	\$450.00	150.00	\$50 Discount 2nd Year
Class 1 Kennel license - 5-10 dogs [1 year, altered]	\$180.00	\$150.00	(30.00)	\$30 Reduction
Class 1 Kennel license - 5-10 dogs [2 year, altered]	\$200.00	\$250.00	50.00	\$50 Discount 2nd Year
Class 1 Kennel license (dog) - late fee	50%	50%	0.00	No Change

Description	Current Rate	Proposed Rate	Increase/ (Decrease)	REASON FOR CHANGE
Class 2 Kennel license – 11-25 dogs [1 year, unaltered]	\$400.00	\$350.00	(50.00)	\$50 Reduction
Class 2 Kennel license – 11-25 dogs [2 year, unaltered]	\$650.00	\$600.00	(50.00)	\$100 Discount 2nd year
Class 2 Kennel license – 11-25 dogs [1 year, altered]	\$250.00	\$250.00	0.00	No change
Class 2 Kennel license – 11-25 dogs [2 year, altered]	\$400.00	\$400.00	0.00	\$100 Discount 2nd year
Class 2 Kennel license (dog) – late fee	50%	50%	0.00	No change
Class 3 Kennel license – 26-40 dogs [1 year, unaltered]	\$500	\$450.00	(50.00)	\$50 Reduction
Class 3 Kennel license – 26-40 dogs [2 year, unaltered]	\$700	\$750.00	50.00	\$150 Discount 2nd year
Class 3 Kennel license – 26-40 dogs [1 year, altered]	\$350	\$350.00	0.00	No change
Class 3 Kennel license – 26-40 dogs [2 year, altered]	\$500	\$550.00	50.00	\$150 Discount 2nd year
Class 3 Kennel license (dog) – late fee	50%	50%	0.00	No Change
Class 4 Kennel license – 41+ dogs [1 year, unaltered]	\$750	\$550.00	(200.00)	\$200 Reduction
Class 4 Kennel license – 41+ dogs [2 year, unaltered]	\$900	\$900.00	0.00	\$200 Discount 2nd year
Class 4 Kennel license – 41+ dogs [1 year, altered]	\$500	\$450.00	(50.00)	\$50 Reduction
Class 4 Kennel license – 41+ dogs [2 year, altered]	\$650	\$700.00	50.00	\$200 Discount 2nd year
Class 4 Kennel license (dog) – late fee	50%	50%	0.00	No Change
Sentry Dog Kennel License - [1 year, unaltered]	\$500	\$500.00	0.00	No Change
Sentry Dog Kennel License - [2 year, unaltered]	\$750	\$800.00	50.00	\$200 Discount 2nd year
Sentry Dog Kennel License - [1 year, altered]	\$350	\$400.00	50.00	\$50 increase
Sentry Dog Kennel License - [2 year, altered]	\$500	\$600.00	100.00	\$200 Discount 2nd year
Sentry License late fee: 50% of the applicable fee(s)	50%	50%	0.00	No Change
Cattery license – 10+ cats [1 year, unaltered]	\$280.00	\$250.00	(30.00)	\$30 decrease
Cattery License – 10+ cats [2 year, unaltered]	\$400.00	\$400.00	0.00	\$100 Discount 2nd year
Cattery license – 10+ cats [1 year, altered]	\$180.00	\$200.00	20.00	\$20 increase
Cattery license – 10+ cats [2 year, altered]	\$200.00	\$300.00	100.00	\$100 Discount 2nd year
Cattery license – late fee 50% of the applicable fee(s)	50%	50%	0.00	No Change
Rescue permit (up to 6 dogs)	\$50.00	\$60.00	10.00	\$10 increase - Comparative Analysis

Description	Current Rate	Proposed Rate	Increase/ (Decrease)	REASON FOR CHANGE
Rescue permit (up to 6 dogs) - 2 Year (This is a New Fee)	\$0.00	\$100.00	100.00	\$20 Discount 2nd Year
Rescue permit - late fee (up to 6 dogs)	50%	50%	0.00	50% of 1 year license
Rescue Permit (7 to 10 dogs) - one year	\$180.00	\$120.00	(60.00)	Double cost from up to 6 dogs
Rescue Permit (7 to 10 dogs) - two years	\$200.00	\$200.00	0.00	\$40 Discount 2nd year
Rescue permit - late fee (7 to 10 dogs)	50%	50%	0.00	50% of 1 year license
State mandated unaltered fine - 1 st impound (Food & Ag Code 30804.7 & 31751.7)	\$35	\$35	\$0	No Change
State mandated unaltered fine - 2nd impound (Food & Ag Code 30804.7 & 31751.7)	\$50	\$50	\$0	No Change
State mandated unaltered fine - 3rd impound (Food & Ag Code 30804.7 & 31751.7)	\$100	\$100	\$0	No Change
Animal Redemption Fee - 1 st impound	\$40	\$50	10.00	\$10 increase - Comparative Analysis
Animal Redemption Fee - 2 nd impound	\$90	\$100	10.00	\$10 increase Double 1st Impound Fee
Animal Redemption Fee - 3 rd impound	\$150	\$150	0.00	Triple 1st Impound Fee
Impound fee - altered/unable to produce dog owned by senior citizen	50%	50%	0.00	No change
Administrative Citation Fee	\$20.00	\$25.00	5.00	\$ 5.00 Increase - Cost Analysis
Payment Plan Processing Fee	\$0.00	\$19.00	19.00	New Fee - Cost Analysis
Collections Processing Fee	\$0.00	\$28.00	28.00	New Fee - Cost Analysis
Insufficient Fund Charge	\$0.00	\$25.00	25.00	New Fee - Penal Code 476 (g) (h)
Euthanasia/Disposal Request - Dog, cat & small animal	\$25.00	\$25.00	0.00	No Change
Disposal Request - Large Animal	\$0.00	\$193.00	193.00	New Fee - Cost Analysis
Impound fee - animal returned to owner by field officer	\$30.00	\$30.00	0.00	\$10.00 increase - Comparative Analysis
Owner turn-in fee (animal picked up by field officer)	\$30.00	\$30.00	0.00	No Change
Home quarantine fee	\$50.00	\$50.00	0.00	No Change
Trap service - first 5 days	\$20.00	\$20.00	0.00	No Change
Trap service - each day after initial 5 days	\$2.00	\$2.00	0.00	No change
Lost or destroyed cat traps	n/a	\$73.00	73.00	New Fee - Cost Analysis
lost or destroyed dog traps	n/a	\$355.00	355.00	New Fee - Cost Analysis
other lost or destroyed traps	n/a	\$90.00	90.00	New Fee - Cost Analysis

Description	Current Rate	Proposed Rate	Increase/ (Decrease)	REASON FOR CHANGE
Quarantined animals - housed at a county shelter	\$5 per day + boarding fees	\$10 per day + boarding fees	5.00	\$5.00 increase - Comparative Analysis
Recoupment of enforcement costs - hourly rate	\$53.00	\$53.00	0.00	No Change
Microchip - implanted at any time other than adoption	\$20.00	\$21.00	1.00	\$1.00 Increase - Comparative Analysis
Microchip - implanted at time of adoption	\$10.00	\$12.00	2.00	\$2.00 increase - Comparative Analysis
After Hours Charge	\$104.00	\$104.00	0.00	No Change
Adoption fee - Dogs - 0 to 15 days	\$0.00	\$105.00	105.00	Change to tiered levels
Adoption fee - Dogs - 16 to 30 days	\$0.00	\$55.00	55.00	Change to tiered levels
Adoption fee - Dogs - 30 or more days	\$0.00	\$20.00	20.00	Change to tiered levels
Adoption fee - cats - 8 weeks to 4 months of age	\$0.00	\$65.00	65.00	Change to tiered levels
Adoption fee - cats - 4 months to 1 year of age	\$0.00	\$45.00	45.00	Change to tiered levels
Adoption fee - cats - 1 year of age or more	\$0.00	\$25.00	25.00	Change to tiered levels
Senior citizen (*or disabled person) adoption fee - cats & dogs	\$0.00	50% of applicable fee	0.00	No change
Adoption fee - cats & dogs (last chance adoption)	Director Discretion	Director Discretion	0.00	No Change
Event fee - cats	\$20.00	Director Discretion	0.00	No Change
Event fee - dogs	\$30.00	Director Discretion	0.00	No Change
Foster Adoption Fees	25%	50%	25%	Double the reduction
Owner turn-in fee (animal turned in at the shelter)	\$20.00	\$20.00	0.00	No Change
Boarding fee (per day or part thereof)	\$15.00	\$15.00	0.00	No Change
Doctors of Veterinary Medicine (DVM) Hourly Rate	\$142.70	\$142.70	0.00	No Change
Supv. Registered Veterinary Technician Hourly Rate	\$79.08	\$79.08	0.00	No Change
Registered Veterinary Technician Hourly Rate	\$72.51	\$72.51	0.00	No Change
Veterinary Technician Hourly Rate	\$67.85	\$67.85	0.00	No Change
Operations Chief Hourly Rate	\$94.79	\$94.79	0.00	No Change

Description	Current Rate	Proposed Rate	Increase/ (Decrease)	REASON FOR CHANGE
Small animal pain management	\$8.00	\$8.00	0.00	No Change
Large animal pain management	\$15.00	\$15.00	0.00	No Change
Each injection	\$18.00	\$18.00	0.00	No Change
For sedation	\$35.00	\$35.00	0.00	No Change
For fluids	\$8.00	\$8.00	0.00	No Change
Small animal de-worming	\$8.00	\$8.00	0.00	No Change
Large animal de-worming	\$16.00	\$16.00	0.00	No Change
Large animal tube de-worming	\$25.00	\$25.00	0.00	No Change
Clip/Clean	\$20.00	\$20.00	0.00	No Change
Horse vaccine	\$18.00	\$18.00	0.00	No Change
Exploratory surgery	\$75.00	\$75.00	0.00	No Change
Topical flea/tick treatment,	\$8.00	\$8.00	0.00	No Change
Animal emergency clinic fees	\$70.00	\$70.00	0.00	No Change
Animal emergency overnight stay fees	\$0.00	\$20.00	20.00	New Fee - based on charges from Animal Clinics
First view of an X-ray	\$70.00	\$70.00	0.00	No Change
2nd and subsequent viewing of x-rays	\$20.00	\$20.00	0.00	No Change
Small animal daily oral medication	\$15.00	\$15.00	0.00	No Change
Large animal daily oral medication	\$25.00	\$25.00	0.00	No Change
Annual ACO contract charges	\$127,026.00	\$127,026.00	0.00	No Change
Half Time ACO Contract Charges	\$63,513.00	\$63,513.00	0.00	No Change
Hourly Rate ACO Contract Charges	\$82.00	\$82.00	0.00	No Change
Overtime Rate ACO Contract Charges	\$82.00	\$82.00	0.00	No Change
Annual Sergeant Contract Rate	\$127,026.00	\$127,026.00	0.00	No Change
Annual LI Contract charges	\$89,315.00	\$89,315.00	0.00	No Change
Enforcement Sweep - Contract Rate	\$2,460.00	\$2,460.00	0.00	No Change
Community Outreach Event - Contract Rate	\$2,553.00	\$2,553.00	0.00	No Change

Description	Current Rate	Proposed Rate	Increase/ (Decrease)	REASON FOR CHANGE
Elythe Shelter Impound Rate	\$76.00	\$76.00	0.00	No Change
CVAC Shelter Impound Rate	\$115.00	\$115.00	0.00	No Change
Riverside Shelter Impound Rate	\$138.00	\$138.00	0.00	No Change
San Jacinto Shelter Impound Rate	\$81.00	\$81.00	0.00	No Change
Spay & Neuter Appointment Deposit Fee -	\$0.00	\$25.00	25.00	New Fee
Mandatory Spay & Neuter Deposit Fee for Dogs	\$0.00	\$75.00	75.00	Food & Ag code 30503
Mandatory Spay & Neuter Deposit Fee for Cats	\$0.00	\$40.00	40.00	Food & Ag code 31751.3
First Violation of Ordinance	\$50.00	\$100.00	50.00	Government Code 25132 (b)
Second Violation of Ordinance	\$100.00	\$200.00	100.00	Government Code 25132 (b)
Third and Subsequent Violation of Ordinance	\$250.00	\$500.00	250.00	Government Code 25132 (b)
Citation Clear (Criminal Infraction)	\$60.00	\$60.00	0.00	No Change
Home Quarantine Violation	\$100 - \$1,000	\$100 - \$1,000	0.00	No Change
Home Quarantine Violation Clear (Criminal Infraction)	\$50.00	\$50.00	0.00	No Change
Administrative Fee - First Violation	\$100.00	\$100.00	0.00	No Change
Administrative Fee - Second Violation	\$200.00	\$200.00	0.00	No Change
Administrative Fee - Third & Subsequent Violations	\$500.00	\$500.00	0.00	No Change

NOTICE OF EXEMPTION

Original Negative Declaration/Notice of Determination was routed to County Clerks for posting on.

To: _____ Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814
To: X Office of the County Clerk & Recorder

From: County of Riverside
4080 Lemon Street
Riverside, CA 92501

1/7/16 Date kb Initial

Project Title: Ordinance No. 630.16, an Ordinance of the County of Riverside Amending Ordinance No. 630.15 relating to dogs and cats regulating the keeping and control of dogs, cats, and other animals and providing for the control and suppression of rabies.

Project Location: The unincorporated area of Riverside County and the jurisdiction of city partners that contract with the Department of Animal Services for field, sheltering and related services.

Project Description: Ordinance No. 630.16 amends Ordinance No. 630.15 rates for fees charged for services provided by the Department of Animal Services and makes administrative revisions that provide clarification and consistency. These types of fees are governed by Government Code Sections 54985, Food and Agriculture Code sections 30801 thru 30805, 31105 thru 31108, 31251 thru 31254, 31751, and 31757.3. Ordinance No. 630.16 amends the service fees reasonably necessary to cover the cost of providing the services, including sheltering, licensing, impound and other services, pursuant to Government Code section 54985

Name of Public Agency Approving Project: County of Riverside

Project Sponsor: Department of Animal Services

Exempt Status: (check one)

- Ministerial
Declared Emergency
Emergency Project
Categorical Exemption
X Statutory Exemption (State CEQA Guidelines Sec. 15273)
X Other: (State CEQA Guidelines Sec. 15061(b)(3))

Reasons Why Project is Exempt:

The adoption of Ordinance No. 630.16 is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15273 and section 15061(b)(3). The fees adopted by this ordinance are solely for the purpose of reimbursing the County for the actual costs of providing services and are therefore exempt under CEQA Guidelines section 15273. The purposes of the charges are limited to the purposes authorized under subsections (a)(1) and (a)(2) of section 15273, i.e. meeting operating expenses and purchasing or leasing supplies, equipment or materials. The fees are also exempt under the common sense exemption of CEQA Guidelines section 15061(b)(3) in that it can be seen with certainty that there is no possibility that the ordinance may have a significant effect on the environment. The ordinance merely provides for fees to cover the actual costs of County services.

Allan C. Drusys, Chief Veterinarian for Robert Miller, Director Department of Animal Services
County Contact Person

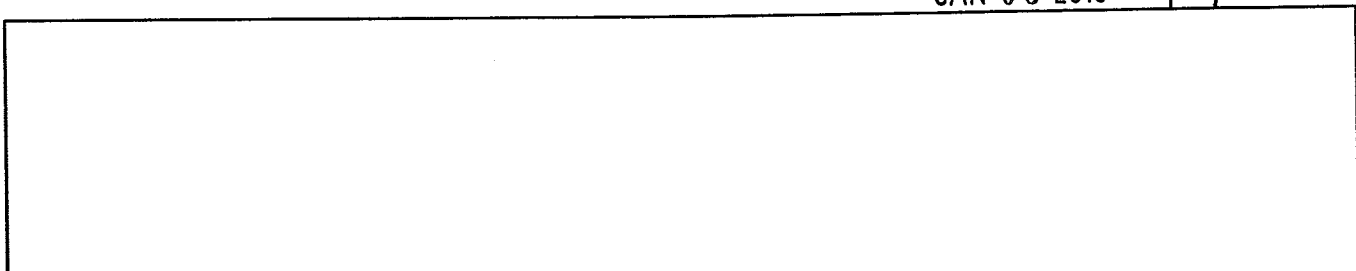
(951) 358-7442
Phone Number

Signature: [Handwritten Signature]

Title: Chief Veterinarian Date: 12/17/15

For County Clerk's Use Only

JAN 05 2016 9-1



FORM APPROVED COUNTY COUNSEL
 BY: *[Signature]* 12/2/15
 DATE: GREGORY P. PRIAMOS

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

108



FROM: DEPARTMENT OF ANIMAL SERVICES

SUBMITTAL DATE:
 December 3, 2015

SUBJECT: Ordinance 630.16 regarding animal service rate for fees amending Riverside County Ordinance No. 630 Regulating the keeping and control of dogs, cats and other animals and providing for the control and suppression of rabies
 [District-All] [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Adopt an order to introduce and set for public hearing the adoption of Ordinance 630.16 regarding animal service rate for fees, amending Riverside County Ordinance No. 630 Regulating dogs, cats and other animals and providing for the control and suppression of rabies;
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. 630.16.

BACKGROUND:

Summary

The Department of Animal Services provides services to the County of Riverside and to cities in Riverside County. The standard rate for service fees have been set by Ordinance No. 630.

(Continued on page 2)

[Signature: Allan C. Drusys]
 Allan C. Drusys, Chief Veterinarian
 for Robert P. Miller, Director
 Department of Animal Services

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: n/a
Budget Adjustment: No
For Fiscal Year: 15/16

C.E.O. RECOMMENDATION:

APPROVE

[Signature: Jennifer L. Sargent]
 BY: Jennifer L. Sargent

County Executive Office Signature

3) **MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Washington and duly carried, IT WAS ORDERED that the above ordinance is approved as introduced with a waiver of reading, and is set for public hearing on Tuesday, January 5, 2015, at 9:30 a.m.

Ayes: Jeffries, Washington, Benoit and Ashley
 Nays: None
 Absent: Tavaglione
 Date: December 15, 2015
 xc: Animal Services, COB

Kecia Harper-Ihem
 Clerk of the Board
 By: *[Signature: Kecia Harper-Ihem]*
 Deputy

- A-30
- Positions Added
- 4/5 Vote
- Change Order

3-5

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
DEPARTMENT OF ANIMAL SERVICES
FORM 11: Ordinance 630.16 regarding animal service rate for fees amending Riverside County Ordinance No. 630 Regulating the keeping and control of dogs, cats and other animals and providing for the control and suppression of rabies
[District-All] [\$0]
DATE: December 3, 2015
PAGE: 2 of 2

BACKGROUND:

Summary (continued)

In keeping with the recommendation of the Auditor-Controller the Department proposes to set established services rates in a fee schedule that properly recover the costs associated with Field Services, Sheltering and other related services.

The current standard rate for services was approved on August 16, 2011, agenda item 9.2. The proposed service rates were developed through a cost analysis performed by the Principal Accountant at the Department of Animal Services with assistance and advice from the Riverside County Executive Office. Service rates have been reviewed by the Auditor-Controller's Office and recommended for consideration.

The service rates are based on actual departmental expenditures, budgeted staffing levels and comparative sales analysis using the counties of Ventura, San Bernardino, Los Angeles and San Diego. The amendment to this Ordinance contains a fee schedule, found in Exhibit A that clearly sets out the service rates for fees in the body of the Ordinance for ease of reading and reference.

Per Board of Supervisors Policy A-67, the Board issued an initiation order on August 18, 2015 as part of Board of Supervisors Agenda Item No. 3-10, authorizing the Department to prepare and process the Amendment to Riverside County Ordinance No. 630 that is currently under consideration as part of this Form 11.

Impact on Citizens and Businesses

There are some increases and some decreases to the service rates to bring service rates into alignment with actual costs and allow the Department to maintain continuity of current service levels.

SUPPLEMENTAL:

Additional Fiscal Information

The approval of this Ordinance Amendment will result in no cost to the county and no budget adjustment is required. The implementation costs are in the FY2015/2016 budget. This amendment is intended to bring the Department's service rates in line with the Department's actual costs for fees charged by in the County of Riverside Department of Animal Services.

ATTACHMENT

Ordinance No. 630.16
Exhibit A Fee Schedule

**Riverside County Board of Supervisors
Request to Speak**

Submit request to Clerk of Board (right of podium)
Speakers are entitled to three (3) minutes, subject
to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: Holmstrom, Britt

Address: Northern Meak Valley
(only if follow-up mail response requested)

City: _____ **Zip:** _____

Phone #: _____

Date: _____ **Agenda #** Animal Services
3-5

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

_____ **Support** **Oppose** _____ **Neutral**

am Rate hike since services

Note: If you are here for an agenda item that is filed
for "Appeal", please state separately your position on
the appeal below. *are not performed*

_____ **Support** _____ **Oppose** _____ **Neutral**

I give my 3 minutes to: _____

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda:

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes. Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. ***Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.***

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.



OFFICE OF
CLERK OF THE BOARD OF SUPERVISORS
1st FLOOR, COUNTY ADMINISTRATIVE CENTER
P.O. BOX 1147, 4080 LEMON STREET
RIVERSIDE, CA 92502-1147
PHONE: (951) 955-1060
FAX: (951) 955-1071

KECIA HARPER-IHEM
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR
Assistant Clerk of the Board

December 17, 2015

THE PRESS ENTERPRISE
ATTN: LEGALS
P.O. BOX 792
RIVERSIDE, CA 92501

E-MAIL: legals@pe.com
FAX: (951) 368-9018

RE: NOTICE OF PUBLIC HEARING: ORDINANCE NO. 630.16

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **One (1) Time on Wednesday, December 23, 2015.**

We require your affidavit of publication immediately upon completion of the last publication.

Your invoice must be submitted to this office in duplicate, **WITH TWO CLIPPINGS OF THE PUBLICATION.**

NOTE: PLEASE COMPOSE THIS PUBLICATION INTO A SINGLE COLUMN FORMAT.

Thank you in advance for your assistance and expertise.

Sincerely,

Cecilia Gil

Board Assistant to:
KECIA HARPER-IHEM, CLERK OF THE BOARD

Gil, Cecilia

From: PEC Legals Master <legalsmaster@pe.com>
Sent: Thursday, December 17, 2015 8:55 AM
To: Gil, Cecilia
Subject: Re: FOR PUBLICATION: Ord. No. 630.16

Received for publication on Dec. 23. Proof with cost to follow.

Thank You.

Legal Advertising Phone: 1-800-880-0345 / Fax: 951-368-9018 / E-mail: legals@pe.com

Please Note: Deadline is 10:30 AM, three (3) business days prior to the date you would like to publish. **Additional days required for larger ad sizes**

****Employees of The Press-Enterprise are not able to give legal advice of any kind****

The Press-Enterprise PE.COM / UNIDOS

A Freedom News Group Company

From: Gil, Cecilia <CCGIL@rcbos.org>
Sent: Thursday, December 17, 2015 8:40 AM
To: PEC Legals Master
Subject: FOR PUBLICATION: Ord. No. 630.16

Notice of Public Hearing, for publication on Wednesday, Dec. 23, 2015. Please confirm. THANK YOU!

Cecilia Gil

Board Assistant

Clerk of the Board of Supervisors

(951) 955-8464

MS# 1010



OFFICE OF
CLERK OF THE BOARD OF SUPERVISORS
1st FLOOR, COUNTY ADMINISTRATIVE CENTER
P.O. BOX 1147, 4080 LEMON STREET
RIVERSIDE, CA 92502-1147
PHONE: (951) 955-1060
FAX: (951) 955-1071

KECIA HARPER-IHEM
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR
Assistant Clerk of the Board

December 17, 2015

THE DESERT SUN
ATTN: LEGALS
P.O. BOX 2734
PALM SPRINGS, CA 92263

E-MAIL: legals@thedesertsun.com
FAX: (760) 778-4731

RE: NOTICE OF PUBLIC HEARING: ORDINANCE NO. 630.16

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **One (1) Time on Wednesday, December 23, 2015.**

We require your affidavit of publication immediately upon completion of the last publication.

Your invoice must be submitted to this office in duplicate, **WITH TWO CLIPPINGS OF THE PUBLICATION.**

NOTE: PLEASE COMPOSE THIS PUBLICATION INTO A SINGLE COLUMN FORMAT.

Thank you in advance for your assistance and expertise.

Sincerely,

Cecilia Gil

Board Assistant to:
KECIA HARPER-IHEM, CLERK OF THE BOARD

Gil, Cecilia

From: Email, TDS-Legals <legals@thedesertsun.com>
Sent: Thursday, December 17, 2015 8:49 AM
To: Gil, Cecilia
Subject: RE: FOR PUBLICATION: Ord. No. 630.16



Ad received and will publish on date(s) requested.

Charlene Moeller | Customer Care Representative / Legals

The Desert Sun Media Group
750 N. Gene Autry Trail, Palm Springs, CA 92262
t 760.778.4578 | f 760.778.4528
legals@thedesertsun.com / dpwlegals@thedesertsun.com

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From: Gil, Cecilia [mailto:CCGIL@rcbos.org]
Sent: Thursday, December 17, 2015 8:41 AM
To: Email, TDS-Legals <legals@thedesertsun.com>
Subject: FOR PUBLICATION: Ord. No. 630.16

Notice of Public Hearing, for publication on Wednesday, Dec. 23, 2015. Please confirm. THANK YOU!

Cecilia Gil
Board Assistant
Clerk of the Board of Supervisors
(951) 955-8464
MS# 1010

NOTICE OF PUBLIC HEARING BEFORE THE BOARD OF SUPERVISORS OF RIVERSIDE 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, January 5, 2016 at 9:30 a.m.**, or as soon as possible thereafter, to consider adoption of the following:

SUMMARY OF ORDINANCE NO. 630.16
AN ORDINANCE OF THE COUNTY OF RIVERSIDE AMENDING ORDINANCE NO. 630.15
RELATING TO DOGS AND CATS REGULATING THE KEEPING AND CONTROL OF DOGS CATS
AND OTHER ANIMALS AND PROVIDING FOR THE CONTROL AND SUPPRESSION OF RABIES

This summary is presented pursuant to California Government Code Section 25124(b): a certified copy of the full text of Ordinance No. 630.16 may be examined at the Office of the Clerk of the Board of Supervisors of the County of Riverside, located at 4080 Lemon Street, 1st Floor, Riverside, California.

Ordinance No. 630.16 amends Ordinance No. 630.15 in its entirety to amend the rates for fees charged for services provided by the Department of Animal Services (Department) and make administrative revisions that provide clarification and consistency. In accordance with Board of Supervisors Policy No. B-4, County departments may evaluate existing rates for services on an annual basis, and make recommendations for changes. The Department last updated the rates for services on August 16, 2011, Agenda Item 9.2. The Department has reviewed the cost of providing services relative to the current rate structure and is proposing changes to the fee for services provided by the Department of Animal Services.

The purpose of this ordinance is to bring the rates for services fees into alignment with actual costs. The proposed rates for services include increases and decreases that are based on actual cost data, projected increases for the next fiscal year, and comparison with the counties of Ventura, San Bernardino, Los Angeles and San Diego. The major impact of the rates for services that the Department is proposing stem from changes in daily boarding fees during impoundment, the cost of licensing kennels and catteries, the cost of spay and neuter services and to bring the fine for a violation of the Ordinance in compliance with California Food and Agriculture Code and California Government Code. Ordinance 630.16 would take effect 30 days after 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: December 17, 2015

KECIA HARPER-IHEM, Clerk of the Board
By: Cecilia Gil, Board Assistant

Exhibit A Fee Schedule

Altered dog license - 1 year	\$16.00	\$17.00	1.00		Comparative Analysis
Altered dog license - 2 year	\$25.00	\$34.00	9.00		No discount for multiple years
Altered dog license - 3 year	\$35.00	\$51.00	16.00		No discount for multiple years
Unaltered dog license - 1 year	\$100.00	\$100.00	0.00		Comparative Analysis
Unaltered dog license - 2 year	\$175.00	\$200.00	25.00		No discount for multiple years
Unaltered dog license - 3 year	\$225.00	\$300.00	75.00		No discount for multiple years
Dog or Cat Breeders - 1 year	\$65.00	\$65.00	0.00		No change
Dog or Cat Breeders - 2 year	\$115.00	\$130.00	15.00		No discount for multiple years
Dog or Cat Breeders - 3 year	\$150.00	\$195.00	45.00		No discount for multiple years
Altered dog license - 1 year (senior citizen)	\$10.00	\$12.00	2.00		Comparative Analysis
Altered dog license - 2 year (senior citizen)	\$15.00	\$24.00	9.00		No discount for multiple years
Altered dog license - 3 year (senior citizen)	\$20.00	\$36.00	16.00		No discount for multiple years
Dangerous/vicious animal registration - 1 year	\$250.00	\$250.00	0.00		No change
Processing Fee for online license purchases	\$1.50	\$1.50	0.00		No change
Credit Card processing fee (This is a new fee)	\$0.00	3.0%	0.00		cover credit card fees
Dog license late fee	\$25.00	\$25.00	0.00		No change
Dog license late fee (senior citizen)	\$15.00	\$15.00	0.00		No change
Transfer of ownership fee - dog	\$6.00	\$6.00	0.00		No change
New resident dog license late fee	\$25.00	\$25.00	0.00		No change
Dog license replacement tag	\$6.00	\$6.00	0.00		No change
Optional Cat license	\$9.00	\$3.00	(6.00)		\$6 reduction
Class 1 Kennel license - 5-10 dogs [1 year, unaltered]	\$250.00	\$250.00	(30.00)		\$30 Reduction
Class 1 Kennel license - 5-10 dogs [2 year, unaltered]	\$300.00	\$450.00	150.00		\$50 Discount 2nd Year
Class 1 Kennel license - 5-10 dogs [1 year, altered]	\$180.00	\$150.00	(30.00)		\$30 Reduction
Class 1 Kennel license - 5-10 dogs [2 year, altered]	\$200.00	\$250.00	50.00		\$50 Discount 2nd Year
Class 1 Kennel license (dog) - late fee	50%	50%	0.00		No Change
Class 2 Kennel license - 11-25 dogs [1 year, unaltered]	\$400.00	\$350.00	(50.00)		\$50 Reduction
Class 2 Kennel license - 11-25 dogs [2 year, unaltered]	\$650.00	\$600.00	(50.00)		\$100 Discount 2nd year
Class 2 Kennel license - 11-25 dogs [1 year, altered]	\$250.00	\$250.00	0.00		No change
Class 2 Kennel license - 11-25 dogs [2 year, altered]	\$400.00	\$400.00	0.00		\$100 Discount 2nd year
Class 2 Kennel license (dog) - late fee	50%	50%	0.00		No change
Class 3 Kennel license - 26-40 dogs [1 year, unaltered]	\$500	\$450.00	(50.00)		\$50 Reduction

Exhibit A Fee Schedule

DESCRIPTION	BASE FEE	ADDITIONAL FEES	DISCOUNTS	REASON FOR CHANGE
Class 3 Kennel license - 26-40 dogs [2 year, unaltered]	\$700	\$750.00	50.00	\$150 Discount 2nd year
Class 3 Kennel license - 26-40 dogs [1 year, altered]	\$350	\$350.00	0.00	No change
Class 3 Kennel license - 26-40 dogs [2 year, altered]	\$500	\$550.00	50.00	\$150 Discount 2nd year
Class 3 Kennel license (dog) - late fee	50%	50%	0.00	No Change
Class 4 Kennel license - 41+ dogs [1 year, unaltered]	\$750	\$550.00	(200.00)	\$200 Reduction
Class 4 Kennel license - 41+ dogs [2 year, unaltered]	\$900	\$900.00	0.00	\$200 Discount 2nd year
Class 4 Kennel license - 41+ dogs [1 year, altered]	\$500	\$450.00	(50.00)	\$50 Reduction
Class 4 Kennel license - 41+ dogs [2 year, altered]	\$650	\$700.00	50.00	\$200 Discount 2nd year
Class 4 Kennel license (dog) - late fee	50%	50%	0.00	No Change
Sentry Dog Kennel License - [1 year, unaltered]	\$500	\$500.00	0.00	No Change
Sentry Dog Kennel License - [2 year, unaltered]	\$750	\$800.00	50.00	\$200 Discount 2nd year
Sentry Dog Kennel License - [1 year, altered]	\$350	\$400.00	50.00	\$50 Increase
Sentry Dog Kennel License - [2 year, altered]	\$500	\$600.00	100.00	\$200 Discount 2nd year
Sentry License late fee: 50% of the applicable fee(s)	50%	50%	0.00	No Change
Cattery license - 10+ cats [1 year, unaltered]	\$280.00	\$250.00	(30.00)	\$30 decrease
Cattery License - 10+ cats [2 year, unaltered]	\$400.00	\$400.00	0.00	\$100 Discount 2nd year
Cattery license - 10+ cats [1 year, altered]	\$180.00	\$200.00	20.00	\$20 Increase
Cattery license - 10+ cats [2 year, altered]	\$200.00	\$300.00	100.00	\$100 Discount 2nd year
Cattery license - late fee 50% of the applicable fee(s)	50%	50%	0.00	No Change
Rescue permit (up to 6 dogs)	\$50.00	\$60.00	10.00	\$10 increase - Comparative Analysis
Rescue permit (up to 6 dogs) - 2 Year (This is a New Fee)	\$0.00	\$100.00	100.00	\$20 Discount 2nd year
Rescue permit - late fee (up to 6 dogs)	50%	50%	0.00	50% of 1 year license
Rescue Permit (7 to 10 dogs) - one year	\$180.00	\$120.00	(60.00)	Double cost from up to 6 dogs
Rescue Permit (7 to 10 dogs) - two years	\$200.00	\$200.00	0.00	\$40 Discount 2nd year
Rescue permit - late fee (7 to 10 dogs)	50%	50%	0.00	50% of 1 year license
State mandated unaltered fine - 1 st impound	\$35	\$35	\$0	No Change
State mandated unaltered fine - 2 nd impound	\$50	\$50	\$0	No Change
State mandated unaltered fine - 3 rd impound	\$100	\$100	\$0	No Change
State mandated unaltered fine - 1 st impound	\$40	\$50	10.00	\$10 increase - Comparative Analysis
Animal Redemption Fee - 2 nd impound	\$90	\$100	10.00	\$10 increase Double 1st Impound Fee
Animal Redemption Fee - 3 rd impound	\$150	\$150	0.00	Triple 1st Impound Fee
Impound fee - altered/unable to produce dog owned by senior citizen	50%	50%	0.00	No change

Exhibit A Fee Schedule

Description	Current Rate	Proposed Rate	Increase/Decrease	REASON FOR CHANGE
Administrative Citation Fee	\$20.00	\$25.00	5.00	\$ 5.00 Increase - Cost Analysis
Payment Plan Processing Fee	\$0.00	\$19.00	19.00	New Fee - Cost Analysis
Collections Processing Fee	\$0.00	\$28.00	28.00	New Fee - Cost Analysis
Insufficient Fund Charge	\$0.00	\$25.00	25.00	New Fee - Penal Code 476 (g) (h)
Euthanasia/Disposal Request - Dog, cat & small animal	\$25.00	\$25.00	0.00	No Change
Disposal Request - Large Animal	\$0.00	\$193.00	193.00	New Fee - Cost Analysis
Impound fee - animal returned to owner by field officer	\$30.00	\$40.00	10.00	\$10.00 Increase - Comparative Analysis
Owner turn-in fee (animal picked up by field officer)	\$30.00	\$164.00	134.00	New inclusive fee
Home quarantine fee	\$50.00	\$50.00	0.00	No Change
Trap service - first 5 days	\$20.00	\$20.00	0.00	No Change
Trap service - each day after initial 5 days	\$2.00	\$2.00	0.00	No change
Lost or destroyed cat traps	n/a	\$73.00	73.00	New Fee - Cost Analysis
Lost or destroyed dog traps	n/a	\$355.00	355.00	New Fee - Cost Analysis
Other lost or destroyed traps	n/a	\$90.00	90.00	New Fee - Cost Analysis
Quarantined animals - housed at a county shelter	\$5 per day + boarding fees	\$10 per day + boarding fees	5.00	\$5.00 increase - Comparative Analysis
Recupment of enforcement costs - hourly rate	\$53.00	\$53.00	0.00	No Change
Microchip - implanted at any time other than adoption	\$20.00	\$21.00	1.00	\$1.00 Increase - Comparative Analysis
Microchip - implanted at time of adoption	\$10.00	\$12.00	2.00	\$2.00 Increase - Comparative Analysis
After Hours Charge	\$104.00	\$104.00	0.00	No Change
Adoption fee - Dogs - 0 to 15 days	\$0.00	\$105.00	105.00	Change to tiered levels
Adoption fee - Dogs - 16 to 30 days	\$0.00	\$55.00	55.00	Change to tiered levels
Adoption fee - Dogs - 30 or more days	\$0.00	\$20.00	20.00	Change to tiered levels
Adoption fee - Cats - 8 weeks to 4 months of age	\$0.00	\$65.00	65.00	Change to tiered levels
Adoption fee - Cats - 4 months to 1 year of age	\$0.00	\$45.00	45.00	Change to tiered levels
Adoption fee - Cats - 1 year of age or more	\$0.00	\$25.00	25.00	Change to tiered levels
Senior citizen (*or disabled person) adoption fee - cats & dogs	\$0.00	50% of applicable fee	0.00	No change
Adoption fee - cats & dogs (last chance adoption)	Director Discretion	Director Discretion	0.00	No Change
Event fee - cats	\$20.00	Director Discretion	0.00	No Change
Event fee - dogs	\$30.00	Director Discretion	0.00	No Change
Foster Adoption Fees	25%	50%	25%	Double the reduction

Exhibit A Fee Schedule

Description	Current Rate	Proposed Rate	Increase/Decrease	REASON FOR CHANGE
Owner turn-in fee (animal turned in at the shelter)	\$20.00	\$124.00	104.00	New inclusive fee
Boarding fee (per day or part thereof)	\$15.00	\$15.00	0.00	No Change
Doctors of Veterinary Medicine (DVM) Hourly Rate	\$142.70	\$142.70	0.00	No Change
Supv. Registered Veterinary Technician Hourly Rate	\$79.08	\$79.08	0.00	No Change
Registered Veterinary Technician Hourly Rate	\$72.51	\$72.51	0.00	No Change
Veterinary Technician Hourly Rate	\$67.85	\$67.85	0.00	No Change
Operations Chief Hourly Rate	\$94.79	\$94.79	0.00	No Change
Small animal pain management	\$8.00	\$8.00	0.00	No Change
Large animal pain management	\$15.00	\$15.00	0.00	No Change
Each Injection	\$18.00	\$18.00	0.00	No Change
For sedation	\$35.00	\$35.00	0.00	No Change
For fluids	\$8.00	\$8.00	0.00	No Change
Small animal de-worming	\$8.00	\$8.00	0.00	No Change
Large animal de-worming	\$16.00	\$16.00	0.00	No Change
Large animal tube de-worming	\$25.00	\$25.00	0.00	No Change
Clip/Clean	\$20.00	\$20.00	0.00	No Change
Horse vaccine	\$18.00	\$18.00	0.00	No Change
Exploratory surgery	\$75.00	\$75.00	0.00	No Change
Topical flea/tick treatment,	\$8.00	\$8.00	0.00	No Change
Animal emergency clinic fees	\$70.00	\$70.00	0.00	No Change
Animal emergency overnight stay fees	\$0.00	\$20.00	20.00	New Fee - based on charges from Animal Clinics
First view of an X-ray	\$70.00	\$70.00	0.00	No Change
2nd and subsequent viewing of x-rays	\$20.00	\$20.00	0.00	No Change
Small animal daily oral medication	\$15.00	\$15.00	0.00	No Change
Large animal daily oral medication	\$25.00	\$25.00	0.00	No Change
Annual ACO contract charges	\$127,026.00	\$127,026.00	0.00	No Change
Half Time ACO Contract Charges	\$63,513.00	\$63,513.00	0.00	No Change
Hourly Rate ACO Contract Charges	\$82.00	\$82.00	0.00	No Change
Overtime Rate ACO Contract Charges	\$82.00	\$82.00	0.00	No Change
Annual Sergeant Contract Rate	\$127,026.00	\$127,026.00	0.00	No Change
Annual LI Contract charges	\$89,315.00	\$89,315.00	0.00	No Change
Enforcement Sweep - Contract Rate	\$2,460.00	\$2,460.00	0.00	No Change

Exhibit A Fee Schedule

Description	Current Rate	Proposed Rate	Increase/Decrease	REASON FOR CHANGE
Community Outreach Event - Contract Rate	\$2,553.00	\$2,553.00	0.00	No Change
Byte Shelter Impound Rate	\$76.00	\$76.00	0.00	No Change
CVAC Shelter Impound Rate	\$115.00	\$115.00	0.00	No Change
Riverside Shelter Impound Rate	\$138.00	\$138.00	0.00	No Change
San Jacinto Shelter Impound Rate	\$81.00	\$81.00	0.00	No Change
Spay & Neuter Appointment Deposit Fee -	\$0.00	\$25.00	25.00	New Fee
Mandatory Spay & Neuter Deposit Fee for Dogs	\$0.00	\$75.00	75.00	Food & Ag code 30503
Mandatory Spay & Neuter Deposit Fee for Cats	\$0.00	\$40.00	40.00	Food & Ag code 31751.3
First Violation of Ordinance	\$50.00	\$100.00	50.00	Government Code 25132 (b)
Second Violation of Ordinance	\$100.00	\$200.00	100.00	Government Code 25132 (b)
Third and Subsequent Violation of Ordinance	\$250.00	\$500.00	250.00	Government Code 25132 (b)
Citation Clear (Criminal Infraction)	\$60.00	\$60.00	0.00	No Change
Home Quarantine Violation	\$100 - \$1,000	\$100 - \$1,000	0.00	No Change
Home Quarantine Violation Clear (Criminal Infraction)	\$50.00	\$50.00	0.00	No Change
Administrative Fee - First Violation	\$100.00	\$100.00	0.00	No Change
Administrative Fee - Second Violation	\$200.00	\$200.00	0.00	No Change
Administrative Fee - Third & Subsequent Violations	\$500.00	\$500.00	0.00	No Change



OFFICE OF
CLERK OF THE BOARD OF SUPERVISORS
1st FLOOR, COUNTY ADMINISTRATIVE CENTER
P.O. BOX 1147, 4080 LEMON STREET
RIVERSIDE, CA 92502-1147
PHONE: (951) 955-1060
FAX: (951) 955-1071

KECIA HARPER-IHEM
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR
Assistant Clerk of the Board

January 7, 2016

THE PRESS ENTERPRISE
ATTN: LEGALS
P.O. BOX 792
RIVERSIDE, CA 92501

FAX: (951) 368-9018
E-MAIL: legals@pe.com

RE: ADOPTION OF ORDINANCE NO. 630.16

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **ONE (1) TIME** on **Wednesday, January 13, 2016**.

We require your affidavit of publication immediately upon completion of the last publication.

Your invoice must be submitted to this office, WITH TWO CLIPPINGS OF THE PUBLICATION.

NOTE: PLEASE COMPOSE THIS PUBLICATION INTO A SINGLE COLUMN FORMAT.

Thank you in advance for your assistance and expertise.

Sincerely,

Cecilia Gil

Board Assistant to:
KECIA HARPER-IHEM, CLERK OF THE BOARD

Gil, Cecilia

From: PEC Legals Master <legalsmaster@pe.com>
Sent: Wednesday, January 6, 2016 4:55 PM
To: Gil, Cecilia
Subject: Re: FOR PUBLICATION: Adoption of Ord. No. 630.16

Received for publication on Jan. 13. Proof with cost to follow.
Thank You.

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From: Gil, Cecilia <CCGIL@rcbos.org>
Sent: Wednesday, January 6, 2016 4:02 PM
To: PEC Legals Master
Subject: FOR PUBLICATION: Adoption of Ord. No. 630.16

Adoption of Ordinance, for publication on Wednesday, Jan. 13, 2016. Please confirm. THANK YOU!

Cecilia Gil

Board Assistant
Clerk of the Board of Supervisors
(951) 955-8464
MS# 1010



OFFICE OF
CLERK OF THE BOARD OF SUPERVISORS
1st FLOOR, COUNTY ADMINISTRATIVE CENTER
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RIVERSIDE, CA 92502-1147
PHONE: (951) 955-1060
FAX: (951) 955-1071

KECIA HARPER-IHEM
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR
Assistant Clerk of the Board

January 7, 2016

THE DESERT SUN
ATTN: LEGALS
P.O. BOX 2734
PALM SPRINGS, CA 92263

TEL: (760) 778-4578
E-MAIL: legals@thedesertsun.com

RE: ADOPTION OF ORDINANCE NO. 630.16

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Thank you in advance for your assistance and expertise.

Sincerely,

Cecilia Gil

Board Assistant to:
KECIA HARPER-IHEM, CLERK OF THE BOARD

Gil, Cecilia

From: Moeller, Charlene <CMOELLER@palmspri.gannett.com>
Sent: Wednesday, January 6, 2016 4:17 PM
To: Gil, Cecilia
Subject: RE: FOR PUBLICATION: Adoption of Ord. No. 630.16

Hi Cecilia.

Ad received and will publish on date(s) requested.

Charlene Moeller | Customer Care Representative / Legals

The Desert Sun Media Group
750 N. Gene Autry Trail, Palm Springs, CA 92262
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From: Gil, Cecilia [mailto:CCGIL@rcbos.org]
Sent: Wednesday, January 06, 2016 4:03 PM
To: Email, TDS-Legals <legals@thedesertsun.com>
Subject: FOR PUBLICATION: Adoption of Ord. No. 630.16

Hello! Attached is an Adoption of Ordinance, for publication on Wednesday, Jan. 13, 2016. Please confirm.
THANK YOU!

Cecilia Gil

Board Assistant
Clerk of the Board of Supervisors
(951) 955-8464
MS# 1010

BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

SUMMARY OF ORDINANCE NO. 630.16

AN ORDINANCE OF THE COUNTY OF RIVERSIDE AMENDING ORDINANCE NO. 630.15
RELATING TO DOGS AND CATS REGULATING THE KEEPING AND CONTROL OF DOGS
CATS AND OTHER ANIMALS AND PROVIDING FOR THE CONTROL AND SUPPRESSION
OF RABIES

This summary is presented pursuant to California Government Code Section 25124(b): a certified copy of the full text of Ordinance No. 630.16 may be examined at the Office of the Clerk of the Board of Supervisors of the County of Riverside, located at 4080 Lemon Street, 1st Floor, Riverside, California.

Ordinance No. 630.16 amends Ordinance No. 630.15 in its entirety to amend the rates for fees charged for services provided by the Department of Animal Services (Department) and make administrative revisions that provide clarification and consistency. In accordance with Board of Supervisors Policy No. B-4, County departments may evaluate existing rates for services on an annual basis, and make recommendations for changes. The Department last updated the rates for services on August 16, 2011, Agenda Item 9.2. The Department has reviewed the cost of providing services relative to the current rate structure and is proposing changes to the fee for services provided by the Department of Animal Services.

The purpose of this ordinance is to bring the rates for services fees into alignment with actual costs. The proposed rates for services include increases and decreases that are based on actual cost data, projected increases for the next fiscal year, and comparison with the counties of Ventura, San Bernardino, Los Angeles and San Diego. The major impact of the rates for services that the Department is proposing stem from changes in daily boarding fees during impoundment, the cost of licensing kennels and catteries, the cost of spay and neuter services and to bring the fine for a violation of the Ordinance in compliance with California Food and Agriculture Code and California Government Code. Ordinance 630.16 would take effect 30 days after adoption.

John Benoit, Chairman of the Board

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said County, held on **January 5, 2016**, the foregoing Ordinance consisting of twenty-seven (27) sections was adopted by said Board by the following vote:

AYES: Jeffries, Tavaglione, Washington, Benoit and Ashley
NAYS: None
ABSENT: None

Kecia Harper-Ihem, Clerk of the Board

By: Cecilia Gil, Board Assistant

Gil, Cecilia

From: Valdez, Kristine <KBValdez@co.riverside.ca.us>
Sent: Tuesday, January 5, 2016 2:32 PM
To: Gil, Cecilia
Subject: RE: Animal Services Ordinance 630.16

Cecilia,

I just sent the amendments to you and April.

You can use the same summary. It does not address the specific items that the BOS changed. As you mentioned, we need to add the votes and effective date.

Thank you for your assistance!

KRISTINE BELL-VALDEZ
Deputy County Counsel IV
County of Riverside
Desk: (951) 358-4276
General: (951) 955-6300
Fax: (951) 955-6322
Email: kvaldez@co.riverside.ca.us

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From: Gil, Cecilia
Sent: Tuesday, January 05, 2016 2:01 PM
To: Valdez, Kristine
Subject: FW: Animal Services Ordinance 630.16

Hi Kristine,

I'd like to run this by you to see if I understood it correctly.

Ordinance 630.16 was adopted but with changes. Since we're publishing the Summary only (I don't think the summary has any changes to it), is it okay to go ahead with publication of the summary, including the vote?

The revised Ordinance then, which I would be expecting from you, will be posted outside of our Office.

Is this correct?

Cecilia Gil



OFFICE OF
CLERK OF THE BOARD OF SUPERVISORS
1st FLOOR, COUNTY ADMINISTRATIVE CENTER
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PHONE: (951) 955-1060
FAX: (951) 955-1071

KECIA HARPER-IHEM
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR
Assistant Clerk of the Board

January 11, 2016

THE PRESS ENTERPRISE
ATTN: LEGALS
P.O. BOX 792
RIVERSIDE, CA 92501

FAX: (951) 368-9018
E-MAIL: legals@pe.com

RE: ADOPTION OF ORDINANCE NO. 440.1762

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **ONE (1) TIME** on **Friday, January 15, 2016**.

We require your affidavit of publication immediately upon completion of the last publication.

Your invoice must be submitted to this office, **WITH TWO CLIPPINGS OF THE PUBLICATION**.

NOTE: PLEASE COMPOSE THIS PUBLICATION INTO A SINGLE COLUMN FORMAT.

Thank you in advance for your assistance and expertise.

Sincerely,

Cecilia Gil

Board Assistant to:
KECIA HARPER-IHEM, CLERK OF THE BOARD

Gil, Cecilia

From: PEC Legals Master <legalsmaster@pe.com>
Sent: Monday, January 11, 2016 8:40 AM
To: Gil, Cecilia
Subject: Re: FOR PUBLICATION: Adoption of Ord. NO. 440.1762

Received for publication on Jan. 15. Proof with cost to follow.

Thank You.

Legal Advertising Phone: 1-800-880-0345 / Fax: 951-368-9018 / E-mail: legals@pe.com

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The Press-Enterprise PE.COM / UNIDOS

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From: Gil, Cecilia <CCGIL@rcbos.org>
Sent: Monday, January 11, 2016 8:31 AM
To: PEC Legals Master
Subject: FOR PUBLICATION: Adoption of Ord. NO. 440.1762

Good morning! Attached is an Adoption of Ordinance, for publication on Friday, January 15, 2016. Please confirm. THANK YOU!

Cecilia Gil

Board Assistant

Clerk of the Board of Supervisors

(951) 955-8464

MS# 1010

BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

ORDINANCE NO. 440.1762
AN ORDINANCE OF THE COUNTY OF RIVERSIDE,
AMENDING ORDINANCE NO. 440, RELATING TO SALARIES

Ordinance No. 440 Narrative

January 5, 2016

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The Board of Supervisors of the County of Riverside, State of California, ordains as follows:

Section 1. TITLE AND DEFINITIONS

This ordinance shall be known as "The Riverside County Salary Ordinance". For the purpose of this ordinance, words and phrases are defined as follows:

- a) "Appointed officers" shall mean the persons appointed or employed by the Board of Supervisors or otherwise as the principal employee of a department or agency in the County government, or of the Riverside County Flood Control and Water Conservation District or the Riverside County Regional Park & Open-Space District, which districts for the purposes of this ordinance and resolutions hereunder shall be deemed the equivalent of departments of the County government, except that references in this ordinance or said resolutions to the County shall mean such districts when the context so requires.
- b) "County officers" shall mean the officers designated as such by or pursuant to the law of the State of California.
- c) "Demotion" shall mean a change of employment without intervening loss of working days from a position allocated to a given salary plan and grade to a position of a different class allocated to a lower plan and grade, whether in the same or a different department.

- d) "Employees" shall mean all persons employed by the County of Riverside or the Riverside County Flood Control and Water Conservation District, or the Riverside County Regional Park & Open-Space District, other than officers.
- e) "Full time employee" shall mean employees whose positions require the number of hours usual or prescribed for normal permanent County employment. All positions shall be full time unless otherwise designated or unless the compensation is fixed upon the basis of part time work.
- f) "Holiday" or "paid holiday" shall mean any day on which County offices are not open for business, in accordance with County ordinance, other than Saturday or Sunday.
- g) "Officers" shall mean all "County officers", and "appointed officers" as herein defined, except where the natural construction of this ordinance otherwise indicates: "officer" is the equivalent of "agency/department head".
- h) "Part time employees" shall mean employees in positions which are designated part time or for which compensation is fixed upon a basis of part time work.
- i) "Pay period" shall mean fourteen (14) calendar days from Thursday (starting at midnight) through and including the second Wednesday thereafter, and refers to the period for computing compensation due for all normal working shifts ending during that period.
- j) "Permanent employee" shall mean a regular or seasonal employee who has completed the initial probationary period in a position, not including any incumbent of an At-Will position.
- k) "Physician", and designations of other positions herein which require a license to practice medicine or surgery, including specialties, shall mean and be equivalent to the designation of County Physician as used in State law.
- l) "Position" shall mean any office or employment to which a group of duties and responsibilities are assigned or delegated by competent authority, the performance of which requires the full time or part time employment of one (1) person unless permission is granted for job sharing.
- m) "Probationary employee" shall mean a regular or seasonal employee who has not completed:
 1. the required initial probationary period in a paid status in a position following initial employment; or
 2. the required probationary period in a paid status in a position to which he/she has been promoted, transferred, or demoted following completion of the initial probationary period.
- n) "Promotion" shall mean a change of employment without intervening loss of working days from a position allocated to a given salary plan and grade to a position of a different class allocated to a higher grade whether in the same or different agency/department. The appointment of an employee to a position allocated to a higher salary plan and grade because of professional registration achieved by the incumbent shall not be deemed a promotion but a change in salary allocation.
- o) "Reclassification" shall mean the reallocation of an incumbent within a filled position to a different class by a change of title and class specification, but does not necessarily involve a change of the salary plan and/or grade.
- p) "Regular employee" shall mean a holder of a regular position.
- q) "Regular position" shall mean a position established by this ordinance on an ongoing basis, as distinct from a seasonal or a temporary position.
- r) "Retire", "retired", and "retirement" shall mean receiving a pension through the California Public Employee Retirement System (CalPERS) pursuant to the California Public Employees' Retirement Law (*California Government Code* (Title 2, Division 5)).
- s) "Seasonal employees" shall mean employees whose employment is not continuous but is regularly recurrent in the same capacity because of particular functions which occur periodically each year; such employment may be permanent, but of an intermittent nature.
- t) "Temporary employee" shall mean an employee who is not a regular or seasonal employee.
- u) "Transfer" shall mean a change of employment without intervening loss of working days from a position allocated to a given salary plan and grade to a position of a different class allocated to the same grade in the same agency/department, or to a position of the same class, or a different class allocated to the same grade, in a different agency/department.

- v) "Working day" means each day on which an employee performs a normal working shift, and including holidays as specified herein which fall on days of his or her normal working shift.

Section 2. EMPLOYMENT AND ORGANIZATION

- a) The various officers are hereby allowed assistants, deputies, and employees, to be appointed or employed in the manner and to the extent as provided in this ordinance and by law.
- b) The powers and duties of officers shall be such as are provided by or pursuant to the law of the State and ordinances of the County of Riverside. Appointive officers shall also have such additional powers and duties as may lawfully be delegated to them by the Board of Supervisors.
- c) All employees shall have and exercise such powers and perform such duties as may be directed by the respective officers under whose direction they work, subject to the provisions of this ordinance.
- d) The conditions of employment specified in this ordinance shall apply to all officers and employees except as otherwise provided by law or any applicable memorandum of understanding between the County and a recognized employee organization (herein "MOU"). One or more of such conditions may be varied as to Resident Physicians and Surgeons at the Riverside University Health System – Medical Center (RUHS – MC) by resolution of the Board of Supervisors.
- e) In the absence or incapacity of the Sheriff, the Undersheriff will command the department, followed by the Assistant Sheriff assigned to Patrol and Investigations, followed by the Assistant Sheriff assigned to Court Services/Corrections, followed by the Assistant Sheriff assigned to Administration/Support Services.
- f) After an agency/department head has been continuously absent as the result of illness, injury, or leave of absence for more than twenty (20) working days, the assistant agency/department head, or if there is none, the senior employee next in authority, if he/she possesses any required license, shall automatically assume the designation as acting agency/department head, unless the Board of Supervisors appoints another person as acting agency/department head. This shall be deemed a temporary promotion. If the position of agency/department head becomes vacant, or in any case not covered by the foregoing provision, the Board of Supervisors shall designate the acting agency/department head, which shall be a temporary promotion.

When the absence ceases or the vacancy is filled, the temporarily promoted employee shall return to his/her regular position, and his/her regular salary plan and grade and anniversary date shall be re-determined as if the temporary promotion had not occurred. Any step increases which would have been due in his/her regular position shall be allowed.

- g) Except as otherwise provided by law every officer shall be a citizen of the United States.
- h) When in the judgment of the Board of Supervisors it becomes necessary or desirable to use the services of an employee within the same agency/department in a capacity other than that for which he/she is regularly employed, the Board of Supervisors may by resolution authorize such additional employment, fix any conditions, and provide for the rate of pay. Such additional employment shall not be included in computing vacation, sick leave, or similar benefits; or eligibility for step advance.
- i) Employment of Relatives. No officer shall appoint his or her spouse, or the spouse of any officer superior to himself/herself, in any capacity for compensation and no such spouse shall be eligible for appointment to or continued employment in the same position of any such person who succeeded thereto pursuant to any provision of law. Continued employment shall be deemed to include promotion, demotion, or transfer, if such employee is otherwise qualified.

Except as otherwise provided herein, no person shall be denied the opportunity for employment or continued employment because such person is related to any person presently employed by the County of Riverside. In no instance, shall a County officer or employee be within the chain of command or span of control (i.e. execute supervision over or initiate or participate in decisions (including but not limited to initial employment, retention, evaluation, promotion, or work

assignments)) specifically pertaining to another County employee who is related within the first degree of consanguinity whether by blood or marriage or any familial relationship that management determines may lead to conflict. Familial relationship shall include, but is not limited to, spouse, father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, or the equivalent relationships through a lawfully registered domestic partnership.

Should such relationship occur, the employee(s) may promote, voluntarily demote, or will be transferred to position(s) which the employee is eligible and selected to fill. The promotion, transfer, or voluntary demotion must be accomplished within six (6) months.

- j) The Executive Director, Salton Sea Authority and the Executive Secretary for the Salton Sea Authority shall be appointed by the Board of Directors of the Salton Sea Authority and shall serve at the pleasure and will of the Board of Directors. Prior to appointment, the County of Riverside Human Resources Director shall obtain written acknowledgment from the prospective appointee(s) acknowledging his or her understanding of such at-will status. Any person appointed to either of these positions may be terminated from service at any time, by the Board of Directors of the Salton Sea Authority, without notice, cause, or rights of appeal. The Board of Directors of the Salton Sea Authority shall by employment agreement determine the compensation, benefits, and conditions of employment for the Executive Director, Salton Sea Authority.

Section 3. CLASSIFICATION PLAN

a) ADOPTION AND AMENDMENT

1. Class Specifications. Unless otherwise ordered by the Board of Supervisors, the Human Resources Director may adopt and from time to time amend a classification plan which shall consist of a separate class specification containing the title, general statement of duties, typical tasks, and minimum qualifications, for each class of position other than County officers. Each new or revised class specification shall be approved by the Human Resources Director.
2. Maintenance of the Plan. The classification plan shall be maintained in a current condition by the Human Resources Director and the classification plan shall be made available in a format readily accessible by County agency/departments.
3. Classification Studies. The Human Resources Director shall have the responsibility for recommending changes in the classification plan to keep the same currently in a condition to meet the needs of the County and its agency/departments. From time to time the Human Resources Director may, and upon order of the Board of Supervisors shall, initiate classification studies of the various positions and class specifications, their relation to the salary plan, and related matters, and make appropriate recommendations to the Board of Supervisors for amendment of the classification plan, this ordinance and resolutions, orders and regulations made pursuant thereto. The Human Resources Director shall have the primary responsibility for preparation of class specifications.
4. Approval of New Classes and Reclassification. The Board of Supervisors shall approve the establishment of any new classes, on the recommendation of the Human Resources Director. The Human Resources Director may inactivate from the Class and Salary Listing, without Board of Supervisors' approval, classes which are no longer allocated to agencies or departments and not in current use. Reclassification to an existing class and exchanges of positions shall not require Board of Supervisors approval however, shall require the approval of the Human Resources Director and the County Executive Officer. As an outcome of a classification study or review, the Human Resources Director, with the concurrence of the affected agency/department head, may reclassify positions which warrant a change to an existing job class, when no additional funding is required. This action shall be sufficient to authorize promotion or demotion through reclassification of the incumbents of the positions, on the request of the agency/department head.

b) CONFORMANCE TO PLAN

1. Requirement for Class Specification. No person shall be employed in or appointed to any regular or seasonal position until the class specification for such position exists within the classification plan.
2. Minimum Qualifications. No person shall be employed in or appointed to any regular or seasonal position unless said person meets the minimum qualifications set forth in the class specification except as otherwise provided in this section. No person shall be employed in or appointed to any temporary position unless said person meets the minimum qualifications set forth in the class specification, unless the Human Resources Director shall certify that there is no qualified person available for the temporary position.
3. Underfilling a Position. An underfill shall mean a classification within the same class series, generally the journey level classification within a promotional growth series. This action may be required when filling a position with an individual who currently qualifies for a lower level in the same class series. When any regular or seasonal position has been funded in a(n) agency/department, the position may be filled in a job class of the same class series as if it were a position in the same or lower paid job class.

At a later date, the position may be filled in the originally funded job class, provided the following conditions are met:

- a. The employee must meet the established minimum qualifications and is satisfactorily and substantially performing the duties of the higher class.
- b. The originally funded class is the journey level and the underfill is a lower level in the same class series, in the same representation unit and job classes in the series are not separately allocated.
- c. There is no increase in the number of positions allowed for the classes involved.

c) CLASS AND SALARY LISTING

1. Design of Listing. The Class and Salary Listing, by this reference made a part hereof, contains a list, by titles, of all classes of positions in the classification plan, each preceded by a job code number which is assigned for numerical reference, and followed by the salary plan and grade or other basis of compensation which applies to the class.

The Human Resources Director may include in the publication of the Class and Salary Listing other reference information by class, such as the designated union code or salary.

2. Amendments to the Appendices Impacting the Class and Salary Listing. The following Appendices: Appendix I, relating to overtime; Appendix II, At-Will classifications; and Appendix III, Executive Vehicle Benefit classifications, may be amended by resolution of the Board of Supervisors and shall be effective on the first day of the first full pay period following Board adoption, unless a different date is established by the Board.
3. Technical Title Changes and Additions. The Human Resources Director may change the title of a class of positions as listed in the Class and Salary Listing, without changing the job code number or salary, when an occupational title change is warranted because of technical or programmatic developments. These changes shall be effective on the first day of the first full pay period following approval.
4. Classification Duplication. The Human Resources Director may administratively duplicate an existing class (including for a separate program or district position) when necessary to preserve benefits that have been lawfully afforded to an employee group. The duplicated classification shall only differ from the existing classification by minimal modification of the following factors: title, class concept, essential duties, and recruiting guidelines. The duplicated classification shall be in accordance with the program area of the requesting department, and assigned a separate job code. Included in the provision of this authority is the ability of the Waste Management Department to fill a position in either a generic class or district class when needed to accommodate an employee whose benefits have

been "grandfathered" under an earlier district arrangement. The salary of the duplicated class in the Class and Salary Listing shall be equivalent to the existing class, allowing, however, for a different salary plan and grade appropriate to the representation unit. It is not the intent of this provision to duplicate an existing classification solely based on salary and/or at-will status.

Whenever an administrative change or inactivation of a class is made by the Human Resources Director, or by resolution of the Board of Supervisors, the change shall also operate with respect to the listing of the class in Appendix I, II, or III, in the class specification, in any applicable MOU, and/or in any applicable Resolution of the Board of Supervisors.

Any or all sections of this ordinance, its appendices, and any personnel related supplements may be published by the Human Resources Director to include the technical changes authorized by this subsection, without separate Board of Supervisors' action.

Section 4. POSITIONS ALLOWED

a) AUTHORIZED POSITIONS

1. Position Control. No person shall be appointed to a position in any agency/department until the position has been allowed. The number of positions allowed to be filled in each agency/department shall be allocated by job class and employment type (e.g., regular, seasonal, temporary, or Per Diem) in the approved agency/department budget. The Human Resources Director shall maintain the official count of positions, which may be allowed when approved by the Board of Supervisors in the agency/department's final budget, or by resolution of the Board of Supervisors. A resolution concerning the number of allowed positions shall be effective on the date of its adoption unless a different date is set by the resolution.
2. Change in Allocated Positions. The Human Resources Director may adjust the number of positions allocated to a(n) agency/department, without Board of Supervisors action, when no additional funding is required. The request would require a detailed statement of the reason and need for a new position(s), a justification of the reason for the specific classifications requested and an affirmative statement signed by the agency/department head that no additional County appropriations would be required to sustain the requested position(s) in the current and following fiscal year. Agency/departments requesting a change in the number of positions during the fiscal year, without a change in funding, may request the change using the format prescribed by the Human Resources Director.

Other changes in the number of positions, those requiring additional funding, may be requested by agency/department heads via Form 11 submitted to the Board of Supervisors. Such requests shall contain the job code, job title, and agency/department number of the requested position.

b) PART TIME AND JOB SHARING

1. Part-Time Positions. When any full time regular position has been established or allowed in any agency/department by or pursuant to this ordinance, and in the opinion of the agency/department head only a part time employee is needed to perform the work, the position may be filled by a part time employee. A regular part time employee shall be scheduled to work in each pay period a minimum of one half (1/2) the number of hours prescribed for full time normal permanent County employment.
2. Job Sharing. Notwithstanding any provisions of this ordinance to the contrary, the Human Resources Director may authorize that two part time employees job share one regular position, provided that each employee is scheduled to work in each pay period one half (1/2) the number of hours prescribed for full time normal permanent County employment.

c) **COMPANION POSITIONS**

1. Advance Replacement of Terminating Employee. An agency/department head, with prior approval of the Human Resources Director, may fill a regular position with a replacement up to thirty (30) calendar days in advance of a terminating employee. Under exceptional circumstances, the position to be vacated may be filled with a replacement for up to an additional sixty (60) calendar days with the prior approval of the Human Resources Director. On approval, there shall be automatically established in the agency/department, an additional position of the same class which shall be automatically abolished on the effective date of said termination.
2. Companion Position During Unpaid Leave. When an employee is authorized a leave of absence without pay for a period in excess of twenty (20) working days, his/her position shall not be filled during such absence. On the agency/department head's request, a temporary companion position of the same class shall be allowed to the agency/department, only for the duration of the approved leave. If a regular employee is placed in such temporary position, he/she shall be entitled to the same benefits as if the position were a regular position. The agency/department head shall promptly inform the Human Resources Director of the adding of the companion position, and of its deletion upon the return to work or separation of the absent employee. The format provided by the Human Resources Director shall be used for this purpose.
3. Companion Position During Paid Leave. When an employee is absent on authorized paid leave as above, a companion position may be allowed with the prior approval of the Human Resources Director.

Section 5. EMPLOYMENT PROCEDURES

- a) The Human Resources administration under this ordinance is designated a local merit system except as otherwise provided herein. Appointments and promotions shall be made on the basis of merit and ability. Each officer shall appoint all necessary employees allowed for his or her agency/department by this ordinance only from among persons certified to him/her by the Human Resources Director as eligible for the respective positions. The Human Resources Director shall determine the methods of evaluating the qualifications of applicants. The methods shall be practical in nature and may involve any combination of written test; oral test; performance test rating of education, training and experience; and shall take into consideration a system of veterans' preference as may be adopted by the Board of Supervisors by resolution. The veterans' preference program shall be administered by the Human Resources Director. County Officers and classifications identified in Appendix II of this Ordinance are exempt from the merit system, rather the appropriate County Officer(s) may appoint qualified candidates to these classifications.
- b) Employees may participate in County employment selection processes on County time, so long as it does not interfere with the discharge of their duties or agency/department operations.
- c) Request for referral of applicants and appointments shall be made in writing on forms prescribed and furnished by the Human Resources Director. Appointment forms duly executed shall be filed with the Human Resources Director.
- d) In the event of transfer, promotion, demotion, or reclassification of a regular or seasonal employee an appointment shall be filed as for a new employee but no termination of the preceding employment shall be necessary.
- e) When an employee is separated from County employment written termination of employment signed by the employing officer shall be promptly filed with the Human Resources Director, who shall notify or file copies thereof with other appropriate offices. Forms for this purpose shall be provided by the Human Resources Director and shall be completely filled out, giving the date of termination and the reason therefore. A termination of employment shall automatically terminate a separate appointment as a deputy.
- f) The Human Resources Director shall arrange for a background check and physical examination;

cause the oath of office or affirmation to be administered as required by the Constitution of California; and cause other necessary records to be completed, executed, and filed with the appropriate offices.

- g) The Board of Supervisors shall adopt Medical Standards which shall be applied in determining the physical qualifications for employment. Every person initially employed or re-employed in a regular, seasonal, or temporary position within a designated Group I or II Medical Class under such standards, shall undergo a physical examination at the County's expense prior to the commencement of employment. The Human Resources Director may, when indicated, require that candidates within a designated Group III Medical Class undergo medical history, physical evaluation, and/or a physical examination at the County's expense prior to the commencement of employment. On the basis of the record and report, the Human Resources Director shall determine whether the applicant is physically qualified for the employment, which determination may be conditional, and the agency/department head shall be notified.
- h) The Human Resources Director shall arrange for the candidate for employment to report to such physician as the Human Resources Director may designate, with a written request for physical examination. The physician shall make the examination and promptly submit to the Human Resources Director a detailed written report thereof, together with his or her determination as to whether or not the employee is physically qualified for the position in accordance with the standards adopted by the Board of Supervisors. To the extent permitted by state and/or federal law the record of such examination may be examined and a copy made by the hiring officer, the County Health Officer, the District Attorney, the County Counsel, the employee or his or her representative authorized in writing, and the authorized representative of any insurance carrier of the County, in any matter in which the County's interest is involved. The record shall be retained by the Human Resources Director, who may require a complete or partial re-examination as may be necessary from time to time or upon a change of work assignment of the employee.
- i) Employees to be employed in security or sensitive positions as designated by the Human Resources Director and all prospective employees shall undergo a background check prior to employment. The Human Resources Director shall make the necessary arrangements for conducting the background check. When the results are received, the Human Resources Director shall inform the hiring officer of the contents thereof.
- j) The requirements of this ordinance for a background check or physical examination or both may be waived by the Human Resources Director for any employee in a regular position, the compensation for which is fixed on an hourly or piecework basis, if the employment is intermittent or occasional in character and not on a full time basis.
- k) Any employee, upon the request of the Human Resources Director or a delegate, shall undergo a further physical examination at any time, upon the same conditions as his or her initial examination. Such subsequent examinations shall not be given routinely but only for reasons which in the opinion of the Human Resources Director shall justify the expense thereof to the County.
- l) Any County officer may deputize an employee by separate written appointment as deputy filed with the Human Resources Director, and any County officer may likewise appoint as many unpaid deputies as are necessary or convenient for the performance of his or her duties; provided any employee holding a regular position the title of which describes the position as deputy or assistant to a County officer shall be a deputy without a separate appointment as such. The constitutional oaths and appointments as deputies filed with the Human Resources Director shall be deemed filed with the County Clerk, who shall at all times have access thereto. This provision shall not apply as to oaths of office for County officers required by law to be filed with the County Clerk.
- m) Records of employees kept by the Human Resources Director are confidential and shall not be open to public inspection, except as may be required by state or federal law. They may be examined by County officials having an interest therein as a matter of official duty, and information therefrom may be released by the Human Resources Director at his or her discretion in accordance with usual and customary procedures.

Section 6. SALARY PROCEDURES

a) BASIS OF COMPENSATION

1. Full Compensation. The compensation of each officer and employee as fixed in this ordinance and otherwise by Board of Supervisors' approval, shall be full compensation for the services required of him or her by law or by virtue of his or her office or employment. Except as otherwise specifically provided by law or ordinance, all fees, commissions, and mileage allowed to or received by any officer, his/her deputy, assistant, or employee from a third party by virtue of his/her office or position or the performance of any function thereof, shall be the property of the County and shall be deposited in the County Treasury not later than the fifth (5th) day of the month following its receipt.
2. Non-acceptance of Gratuities. Whether on duty or off duty, no employee or officer shall accept any gift or favorable treatment which could reasonably be perceived as potentially influencing any decision or action of the officer or employee in his or her official capacity, or any decision or action of the County agency/department which he or she represents.
3. Devoting Time to County Business. Every officer and employee holding a full time position shall devote his or her full time to County business and shall not engage in private activities for profit during his or her working hours. This provision shall not apply to hospital based physicians and surgeons, who shall be permitted to attend to private patients at the Riverside University Health System – Medical Center in accordance with terms fixed by the Board of Supervisors.
4. Absence Without Pay. Unauthorized absence from duty shall be without pay and accounted for as absence without pay ("AWOP"). An employee who plans to take time off may be allowed approved AWOP when an appropriate leave balance is not available, but when an appropriate leave balance is available, may not be allowed approved AWOP, except in the case of military leave or a furlough program approved by the Board of Supervisors.
5. Pay and Records Adjustments. The Human Resources Director may cause benefits and records of service to be corrected and approve payment of claims in the resolution of grievances and disciplinary matters concerning amounts owed to employees for work performed.

b) ATTENDANCE RECORDS AND REPORTS

Each officer shall keep an accurate and current record of the attendance, absences, and status of employees, including sick leave and vacation accrued and allowed, and related matters. Each officer shall report on forms provided by the Auditor-Controller following the completion of each pay period as to the attendance of each employee in his or her agency/department, listing all absences and such other information as may be required. Such other reports concerning employees shall be made as the Auditor-Controller and Human Resources Director may require. From such reports, the Auditor-Controller and Human Resources Director shall maintain a record for each employee, including vacation and sick leave, accrued and allowed, payroll status, anniversary dates, and similar data. From such reports and records the compensation due each officer and employee shall be determined.

c) PAYMENT

1. The County Auditor-Controller shall distribute the salary warrants no later than the second Wednesday following the end of a pay period. Terminated employees shall be paid on the regular payday for the pay period during which they were terminated.¹
2. An officer shall not be paid until he/she has submitted the attendance reports required by or pursuant to this ordinance and such other reports or documents as are required by law.
3. No officer or employee whose employment is terminated shall be entitled to receive the

¹ The County is exempt from Section 201 of the CA Labor Code which requires immediate payment on termination (see § 220).

compensation then due him/her unless and until he/she has paid over or delivered to the appropriate officer of the County all County funds and property in his or her possession or control and any other funds or property held by him/her in his or her official capacity and has properly accounted therefore, or has been lawfully relieved of the obligation to do said acts.

Section 7. VOLUNTARY FURLOUGH

- a) Subject to any applicable Board of Supervisors' Policy, a voluntary furlough may be granted to employees who desire to assist their agency/department in coping with budgetary constraints.
- b) An agency/department head whose current or projected funding level for any budget organization within the agency/department, which in the opinion of the Executive Office, will not sustain the current agency/department staffing level, may advise employees of the entire agency/department that they are eligible for voluntary furloughs. A simple announcement and/or posting or printing of the furlough provisions shall be the limit of such publication by the agency/department, without any promotional campaign or pressure on employees to participate. In agencies/departments which are not identified by the Executive Office as constrained in budget to an extent to warrant voluntary furloughs, the employees of such agency/department are not eligible to be granted a voluntary furlough.
- c) A voluntary furlough may be granted to regular employees under the conditions specified in this subsection. Hours taken as voluntary furlough shall be counted separately from any leave of absence which may be granted, so a furlough does not reduce the number of hours which an agency/department may grant as a leave of absence, nor does it reduce the number of hours which may be granted as an official leave of absence. An employee may be granted a furlough of eight (8) hours up to two hundred forty (240) hours in any one fiscal year period, July through June, in increments of full shifts.
- d) Furlough hours shall not be paid hours, but the fact that there is a reduction from full time in the number of hours of paid status in any pay period in which a furlough is taken shall not constitute a part time status for the purpose of the calculation and entitlement of any benefit. A full time employee on furlough shall continue to receive the full employee benefits over which the County has control. A furlough shall not be taken during temporary military duty, other than weekend drills.
- e) A furlough may be requested by the employee on a form or in a format prescribed by the Human Resources Director. The request shall be submitted to the agency/department head through appropriate channels, and shall require the agency/department head's approval. The agency/department head may deny the furlough request when in their judgment the employee cannot be spared from duty, for operational reasons. Furlough records shall be kept by the agency/department, and a copy shall be sent to the Human Resources Department – Employee Benefits and Records.

Section 8. SALARY PLAN AND ADMINISTRATION

- a) **SALARY SCHEDULE EXPLANATION**
 - 1. The base rate of pay for job classes, unless otherwise specified in this ordinance, shall consist of a minimum and maximum hourly, monthly, and annual pay rate or a flat rate. Pay rates may be expressed as biweekly rates in the case of salaried employees.
 - 2. For the compensation for job classes having salary grades, the Class and Salary Listing contains the hourly, monthly and annual rates of compensation. Each salary plan and grade in the salary schedule includes the number of steps, which are shown to the right of the grade number.
- b) **NEW EMPLOYEES**

Refer to the applicable Memorandum of Understanding or Resolution of the Board of Supervisors for the rules governing the placement of new employees on the salary grade, including any

advanced step, and/or any "difficulty to recruit" salary adjustments. Refer to Section 10 herein for the rules applicable to temporary employees.

c) **CHANGE IN SALARY ALLOCATION**

The salary of an incumbent of a position in a class which shall be reallocated to a different salary plan and grade shall be at the same percentage or number of steps from the minimum pay rate on the new grade as on the previous grade. The anniversary date shall not change. All changes in salary allocation shall coincide with the first working day of a pay period.

d) **SPECIAL SALARY ADJUSTMENTS**

1. The Human Resources Director may expressly set a different salary and anniversary date for the incumbent of any position, than that called for under other provisions of this ordinance, MOU, or Board resolution. Unless otherwise specified, such action shall automatically fix a new anniversary date on the first day of a pay period which is one (1) year in a paid status after the resulting change of salary.
2. When a higher pay rate has been established to temporarily compensate an employee for additional responsibilities beyond those normally performed in the position, the Human Resources Director may, at the agency/department head's request, adjust such pay rate to compensate for step increases and cost of living adjustments which the employee would have earned at the normal pay rate, maintaining the differential intended by the original special adjustment. When the additional responsibilities are concluded, the Human Resources Director may return the employee's pay to the normal rate, as though the temporary increase had not occurred.
3. The County Executive Officer may order changes to the base rate of pay of employees paid on the EXE Salary Plan to meet budgetary restraints faced by the County. Any adjustments shall be accomplished through an across-the-board percentage adjustment, to each employee's base rate of pay.

e) **RE-EMPLOYMENT**

1. Re-employment after military service shall conform to the requirements of the Military and Veterans Code and the Uniformed Services Employment and Reemployment Rights Act, but in other respects shall be in accordance with this ordinance.
2. Re-employment of Retired Persons. An employee who is retired under the California Public Employees Retirement Law and who is receiving retirement benefits shall not be employed or re-employed in any position for compensation without the prior written approval of the Human Resources Director. The Human Resources Director may allow the employment or re-employment following disability retirement, or following service retirement for up to 120 working days or 960 hours in any calendar year, without loss of retirement benefits, as specified in the California Public Employees Retirement Law. The law generally permits employment following disability retirement or only during an emergency to prevent stoppage of public business, or because the restored employee has skills needed in performing specialized work of limited duration.

Consistent with the requirements of the California Public Employees Retirement Law for discontinuance of retirement benefits, the retiree may be employed or re-employed.

When a retiree under the California Public Employees Retirement Law is employed or re-employed, his/her retirement status must be specified in the documentation of appointment to a permanent or temporary position.

Section 9. TRAVEL AND EXPENSE

Every officer and employee is hereby allowed his or her actual and necessary traveling expense incurred in the discharge of his or her official duties, upon proper claim therefore itemized and presented as required by law. Rates for meals and other usual items may be established by the

Board of Supervisors in aid of this provision, and rules and regulations in connection with travel and expense may be adopted by them.

- a) *Mileage Reimbursement. Employees who are required to use their personal vehicles for County business shall be reimbursed at the Internal Revenue Service (IRS) standard mileage rate. Adjustments to the County rate, if any, shall be made pursuant to the IRS rate effective at the time mileage is incurred.*
 1. Subject to different requirement by the Board of Supervisors, claims for reimbursement of expenses shall be accompanied by a receipt or other voucher.
 2. Reimbursement for the use of a privately owned vehicle shall be permitted only when a County owned vehicle is not available or upon order of the Board of Supervisors, and subject to rules and regulations established by the Board of Supervisors.
- b) County vehicles shall be used only for the purpose of County business and not for personal business or pleasure of any person whatsoever. No employee shall take a County vehicle outside the County or keep any vehicle at his or her residence without authorization by the agency/department head or his/her designee and subject to the Overnight Retention of County Vehicles Policy (Policy D-10). The Director of Fleet Services shall have the primary authority for the administrative interpretation of the Travel and Transportation Policies (D Policies). Each officer or employee having the custody of a County vehicle shall exercise due caution and prudence in the operation of such vehicle, and shall minimize the risk of damage to such vehicle using available off-street parking whenever reasonably possible, particularly during the night. Such officer or employee shall be liable to the County for damages and other expense resulting from and caused by his or her willful misconduct in the use or operation of such vehicle.
- c) When provided in the statute, ordinance, or resolution establishing a standing board, commission, or committee, or by specific resolution of the Board of Supervisors, the members of such a standing board, commission, or committee shall be reimbursed for their necessary actual expenses in attending the meetings thereof within the County, and for such other necessary actual travel expenses as may be authorized by the Board of Supervisors. Such expenses may include mileage for use of a private vehicle at rates fixed by resolution of the Board of Supervisors. All such travel and expenses shall be subject to the provisions of this ordinance and to rules and regulations applicable to County officers and employees.
- d) Each member of the Board of Supervisors shall receive his or her actual traveling expenses from his or her residence to the place of meeting of the Board at the County seat when attending such meetings and his or her necessary actual expenses in traveling from his or her residence or other point of origin to attend upon and while engaged in County business and returning therefrom, including mileage for use of a private vehicle at rates fixed by resolution of said Board.
- e) The Human Resources Director may authorize the reimbursement of the actual transportation cost of an applicant, for any position, who at the request of the Human Resources Director shall travel to the place of interview in connection with consideration of his or her appointment to such position, unless such applicant withdraws his or her application after such interview or refuses the position after it is offered to him or her. This authorization shall not apply to more than three applicants for any one position at the same time.

Section 10. TEMPORARY EMPLOYMENT PROVISIONS

These Temporary Employment Provisions do not apply to any employees in the County's Temporary Assignment Program ("TAP").

Only subsection (e) of Section 10 applies to unrepresented Per Diem employees.

- a) **APPLICABILITY²**

² Refer to Memoranda of Understanding for personnel rules for employees represented by a Registered Employee Organization, to Board of Supervisor Resolutions for personnel rules for other unrepresented employees, and to the TAP Employee Handbook for personnel rules for TAP employees.

These Temporary Employment Provisions apply to:

Unrepresented job classes that are temporary or limited-term in nature (e.g. Professional Student Intern and Resident Physician and Surgeon); and unrepresented seasonal, temporary, or unrepresented Per Diem employees.

b) GENERAL PROVISIONS (Not Applicable to unrepresented Per Diem Employees)

1. Except as otherwise provided by this ordinance, a new employee shall be appointed at the first step of the appropriate salary plan and grade.
2. Upon prior authorization from the Human Resources Director, the initial salary placement for newly hired employees may be on any step of the appropriate salary plan and grade for his/her classification.
3. Difficult to Recruit (DTR)
 - (a) Classifications or Positions Designated as DTR on or after January 5, 2016. Notwithstanding the provisions of this ordinance, employees shall be compensated at a rate up to eleven percent (11%) of their earnings to a maximum of eighty (80) hours actually worked in a pay period for those positions identified in specific classifications in a specific agency/department designated by the Human Resources Director as "difficult to recruit" (DTR).

Eligibility for the DTR differential shall be determined by the Human Resources Director based on a specific position, classification, geographical location, and/or agency/department basis that a recruitment or retention issue exists and the DTR designation would assist the County in recruiting and retaining employees in the specific position, classification, geographical location, and/or agency/department.

Eligibility for the DTR differential shall not be automatic nor shall such a determination have any bearing on the same or similar classifications (or similarly situated classifications). Upon such determination and approval, any differential granted pursuant to these provisions shall be implemented as follows:

- a. Upon prior authorization of the Human Resources Director, the initial salary placement for newly hired employees may be at any step on the salary plan and grade for his/her classification and shall be compensated a DTR differential.
- b. The DTR differential shall only apply to actual hours worked, up to eighty (80) hours in a pay period.
- c. The assignment of the DTR differential shall trigger a review by the Human Resources Department of the position and classification. The review shall consist of review of market benchmarks, turnover rates, exit surveys and other factors that may have created the recruitment/retention issue. In the event the Human Resources Director determines the circumstances that created the recruiting or retention problem(s) for any and/or all position(s) in the specific classification in the specific agency/department no longer exist, he/she shall declare the provisions described above inoperative for such specific position(s)/classification(s). At that time, the DTR differential shall cease. In the event the Human Resources Director determines the recruitment/retention issue is related to a market parity issue, the Human Resources Director may recommend to the Board of Supervisors an adjustment to the salary range of the classification for parity purposes or propose another solution to resolve the recruitment/retention problem deemed acceptable within the provisions of this Ordinance. Should a salary adjustment occur due to a market parity issue, the DTR differential shall no longer apply.

- d. A review of all position(s)/classification(s) designated as DTR shall be conducted annually.
- (b) Classifications or Positions Designated DTR prior to January 5, 2016. Notwithstanding the provisions of this resolution there shall be up to an additional four steps (approximately 11%) which shall be reserved for those classifications designated as "difficult to recruit".

Advancements to any of these steps shall not be automatic. They shall, instead, be granted based upon a determination by the Human Resources Director that a serious recruiting or retention problem exists for a classification(s), or that the increases granted to subordinate "difficult to recruit" classifications has created serious compaction problems, and Such designation may be made by geographical area or restricted within a classification to specific positions in specific departments. Upon such determination and approval, any increase granted pursuant to these provisions shall be implemented as follows:

- a. Upon prior authorization of the Human Resources Director, the initial salary placement for newly hired employees may be at any step on the salary plan and grade for his/her classification up to and including a step on the salary grades established pursuant to this subsection.
 - b. In the event the salary granted to a newly hired employee pursuant to this subsection exceeds that of any permanent, regular full-time or regular part-time employee who has successfully completed one year or more of service at the top of the salary plan and grade for that classification(s), such employee(s) may, upon recommendation of the agency/department head, be placed on the same salary step as that granted to the new employee.
 - c. In the event the Human Resources Director determines the circumstances that created the recruiting or retention problems for any or all classifications in the specific classification in the specific agency/department no longer exist, he/she shall advise the County Executive Officer of his/her findings. If the County Executive Officer concurs, he/she shall declare the provisions described above inoperative for such specific classification(s). At that time, the "difficult to recruit" (DTR) salary plan will return to a standard salary plan, as directed by the Human Resources Director. Any employee compensated at a rate above that to which he/she would otherwise have been entitled upon removal of DTR from the top of the salary grade shall be frozen and shall not be increased until the regular salary for the specific classification exceeds the rate established pursuant to the provisions described above. In the event the Human Resources Director deems it necessary to remove the DTR from the bottom of the assigned DTR salary grade, the salary step of the affected employees shall be adjusted downward according to the number of DTR step(s) removed in order to preserve their current rate of pay.
- 4. Promotion. On promotion, the salary shall be at a rate on the new salary plan and grade which is approximately two (2) steps higher or immediately greater than two (2) steps higher, than that paid on the salary grade for the former position where the new grade is able to accommodate the increase. The effective date of all promotions shall coincide with the first working day of a pay period.
 - 5. Transfer. On transfer, the salary shall be the same as that paid previously. The anniversary date shall not change.
 - 6. Demotion. On demotion, the salary shall be the same percentage or number of steps from the minimum pay rate on the new grade as on the previous grade, where the new grade is able to accommodate the percentage or number of steps. The anniversary date shall

not change. The effective date of all demotions shall coincide with the first working day of a pay period.

7. Reclassification. The salary of an incumbent of a position reclassified to a class on the same salary plan and grade shall not change. The anniversary date shall not change.

The salary of an incumbent of a position reclassified to a class on a higher salary plan and grade shall be at the rate which is approximately two steps higher, or immediately greater than two (2) steps higher, than that paid on the grade of the former position, where the new grade is able to accommodate the increase.

The salary of an incumbent of a position reclassified to a class on a lower salary plan and grade shall be placed at the same rate of pay, or on a step of the new grade which is closest to but not higher than the employee's current rate of pay; where the employee's current rate exceeds the maximum of the new grade, it shall be reduced to the maximum. The anniversary date shall not change.

The effective date of a reclassification shall coincide with the first working day of a pay period.

8. Authority to Specify Salary. An agency/department head may specify a higher step within the salary plan and grade for an employee who is newly hired or re-employed than the step that would be called for under other provisions in this ordinance.

9. Working Hours and Overtime

- a. FLSA Exempt Employees. Any employee whose position is determined to be exempt from the FLSA shall not be entitled to compensation for overtime of any type unless specifically provided herein.
- b. Definitions: For purposes of determining eligibility for overtime only:
- (1) A "FLSA work week" shall consist of 168 consecutive hours (i.e. seven (7) days).
 - (2) Overtime is defined as time actually worked by an employee in excess of forty (40) hours in an FLSA workweek. Management reserves the right under the FLSA to designate the FLSA workweek for each employee.
- c. Authorization for Overtime Work. Performance of overtime work may be authorized by the agency/department head or his or her designated subordinate.
- d. Reporting and Calculation. Actual hours of overtime work shall be reported on each attendance report. The Auditor-Controller shall maintain the record of overtime credit at one and one-half times such actual hours. Actual hours of compensatory time off shall be reported on each attendance report. If payment is to be made, the number of hours of overtime credit to be paid for shall be specified.
- e. Compensation for Overtime Work. Employees who are not considered "exempt" under the provisions of the FLSA shall be paid at a rate of one and one-half times their FLSA regular hourly rate of pay for all time actually worked in excess of forty (40) hours during the designated FLSA workweek. Upon termination, accumulated overtime credit shall be paid for.
- f. Compensatory Time Off. An employee eligible for paid overtime under the provisions of this section may request, subject to management approval, the accumulation of up to one hundred twenty (120) hours of compensatory time off, in lieu of paid overtime. Such overtime is accumulated at the rate of one and one-half (1-1/2) hours of compensatory time off for each hour actually worked in excess of forty (40) hours during the designated FLSA work week.

Accumulated overtime credit may be taken in compensatory time off, at a time or times agreeable to the agency/department head. This method of reducing

accumulated overtime credit is encouraged. With approval of the County Executive Officer, banked overtime credit may be paid for.

- g. If any employee is permitted to accumulate overtime credit in excess of one hundred twenty (120) hours, the agency/department head, within two weeks after such excess has been paid for, shall file a written report with the County Executive Officer and a copy with the Auditor-Controller, setting forth the number of hours paid for as to each employee and explaining the reasons for permitting such accumulation.
 - h. Payoff for Unused Compensatory Time Off Upon Separation from County Service. Upon separation from County service, an employee shall be compensated at his/her hourly rate in effect at that time for each hour, or portion thereof, of accumulated compensatory time off (CTO).
 - i. Fringe Benefits not Affected by Overtime. Overtime work shall not be a basis for increasing vacation or sick leave benefits, nor shall it be a basis of advancing completion of required period for probation or salary step advance. Where overtime results from necessary irregular work schedules, it may be included in computing the minimum time for salary step advance which would otherwise be delayed beyond the normal period.
10. Standby. When placed by the agency/department head specifically on standby duty, an employee otherwise off duty shall be paid one (1) hour's pay for eight (8) hours of such duty, to the nearest tenth of an hour.
Standby compensation shall cease when the employee reports to work.
11. Minimum Overtime on Call-Back. A non-exempt employee called back to a worksite to meet an emergency on an overtime basis, whether or not in a standby duty status, shall receive minimum credit for one (1) hours' work.

If an employee should complete the work required, and subsequently be recalled during the minimum credit period, no additional compensation shall be paid for until the minimum credit time has been exhausted. Call-back pay does not include time commuting to and from work.

Remote Call-Back: If an employee may perform call-back work remotely, without the employee having to physically report to a worksite, then the employee will be paid in one-tenth hour increments for all time worked while remotely responding to the call. For example, if the employee remotely completes the performance of work in twenty five (25) minutes, the employee will be paid thirty (30) minutes for the remote call-back.

12. Jury Duty and Court Appearances. A temporary employee shall be entitled to retain jury fees, since the individual shall not be paid for time not actually worked.

Any employee who shall be called as a witness arising out of and in the course of County employment, shall not suffer any loss in their base hourly rate of pay, but any witness fees received shall be paid into the County Treasury, together with any mileage allowed if the employee uses County transportation.

Any employee absent due to private legal matters shall not be entitled to be paid during such absence.

13. Sick Leave
- a. Accrual. Every employee shall accrue sick leave on an hourly basis computed at the rate of .05 hours accrued per hour in a paid status to a maximum of four (4) hours per pay period.
 - b. A seasonal employee shall be allowed to take sick leave only when the employee is in an active payroll status.

- c. Sick leave shall accrue at all times when the employee is in a paid status.
- d. Accrued sick leave of any person whose employment is permanently terminated shall automatically be canceled. However, any employee whose employment is terminated while he/she is on sick leave shall continue to be compensated for the duration of his/her illness to the extent of his or her accrued sick leave, but after such termination shall derive no other benefits under this ordinance which result from being in a paid status. Unless the employee shall have retired, payment for sick leave continuing after termination shall be conditioned upon prior receipt of a physician's certificate or other adequate written proof of illness, and in the event of any doubt as to future duration of the illness may be paid on biweekly increments as used. If an employee receives a layoff notice pursuant to this ordinance, payment for sick leave shall continue conditioned upon receipt of a physician's certificate or other adequate written proof of illness given to the County prior to payment, and payment shall not continue beyond the exhaustion of accrued sick leave.
- e. Sick leave may be used for absence reasonably required by complications of pregnancy, continuing through delivery and reasonable period of recovery therefrom, to be determined in accordance with a written report or reports of the employee's personal physician, specifying the expected date of delivery and the date that the employee should cease work. In the event the agency/department head believes there are unusual circumstances, or that the full performance of the employee's work without undue hazard is such as to require a longer period of absence, and on the agency/department head's written request to the Human Resources Director, the determination of the period shall be subject to review and change by a physician employed or provided by the County, including a medical examination of the employee if required by such physician. In no event shall an employee return to work after pregnancy prior to a date to be fixed by her physician in a signed statement that she is physically able to perform the duties of her position.
- f. Proof of Illness. When in the judgment of the agency/department head good reason exists for believing an employee may be abusing sick leave the employee shall be placed on notice in writing. The employee shall also be placed on a medical certification program and be allowed paid sick leave by producing a certificate of a physician, dentist, or other legally authorized person to provide health care services on the same level as a physician; or other proof satisfactory to the agency/department head. Such certificate shall include a written statement signed by a physician, dentist, or other legally authorized person to provide health care services on the same level as a physician, stating the day(s) of the illness/injury and that the illness/injury prevents the employee from being able to work.

Employees on a medical certification program shall have their sick leave usage reviewed at least annually. If the review shows substantial improvement, they shall be removed from the category of having to provide the certificate for each absence.

- g. Every employee shall be able to use accrued vacation, compensatory time, or holiday time when sick leave has been exhausted due to illness or injury unless they are on a medical certification program in accordance with the above.
- h. An employee off work or contemplating to be off work due to illness or injury for an extended period of two (2) weeks or more shall provide a comprehensive health statement as to length of absence from the employee's health care provider stating any duties an employee cannot perform and any restrictions or light duty requirements.

- i. Reporting Requirements. In the absence of a more stringent agency/department policy, an employee reporting off work for such leave usage shall call the employee's supervisor or designee within one (1) hour before or after the employee's scheduled shift starting time.
- j. Reason for Usage. Use of accrued sick leave shall be allowed for the purpose of preventative medical, dental care, and care of the family. For this purpose, family is defined to mean a spouse or Registered Domestic Partner, child, parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor), brother, or sister of the employee, grandparent, grandchild and the equivalent relationships through a lawfully registered domestic partnership.
- k. Payout for Sick Leave. Upon retirement, disability retirement, or death of an employee, and subject to the provisions of any applicable agreement between the employing agency and the California Public Employee's' Retirement Law, unused accumulated sick leave shall be paid for at the rate of ten (10) percent of the current salary value thereof for each such person who has had five full years of service in a payroll status, plus two (2) percent for each additional year to a maximum of 50 percent, and, in no event, shall the total payment exceed a sum equal to 960 hours of full pay. Terminal sick leave pay for employees with five (5) or more years of service shall be paid into a Health Savings Account on behalf of the employee.

Sick leave compensation resulting from death shall be made to the persons entitled to it otherwise, in accordance with the Probate Code. Eligibility for a payout under this section is made at the time of separation from County employment and not at a later date.

- 14. Bereavement Leave. Employees who are entitled to accrue sick leave (under this Article) may be allowed up to five (5) days of leave, three (3) of which will be paid, and the additional two (2) days shall be deducted from the employee's sick leave accruals. Eligible employees must be in an active payroll status and be compelled to be absent from duty by reason of the death, or critical illness where death appears imminent, of the employee's father, father-in-law, mother, mother-in-law, brother, sister, spouse, child, grandparent, grandchild, step-relationships of the same categories or equivalent relationships through a lawfully registered domestic partnership. The County has the right to require proper documentation in support of the requested leave.
- 15. Fitness for Duty. An agency/department head, when in his/her judgment good cause exists, may order an employee off work until such time as the employee is able to present the agency/department head a physician's certificate stating the employee is able to return to work without impairing the health of the public, the employee's health, or the health of the other employees in the agency/department.

When the agency/department head orders an employee off work, the employee shall, at County expense, be referred to a County designated physician or other health care provider to obtain the required certificate.

In the event an employee has no accrued sick leave balance, the employee will then be absent from work without pay at the discretion of the agency/department head in accordance with the provisions of this ordinance. Should the physician or health care provider determine that the employee is able to return to work during the shifts from which he/she was ordered off work, the employee shall not be charged with such absence and any leave banks used to cover the absence shall be restored.

16. On the Job Injury or Illness. An employee who suffers an injury or illness which entitles him or her to benefits under the Workers' Compensation Law, and for which he/she actually receives or obtains medical treatment, shall be entitled to full compensation for the first calendar day during which he/she is necessarily absent from duty as the result of such injury or illness, without deduction on account of accrued sick leave or other accrued salary credits. If such absence continues thereafter, he/she shall be paid as salary the difference between the temporary disability payments due him or her under the Workers' Compensation Law and his or her regular compensation, to the extent of the value of his or her accrued sick leave, including, for this purpose, the values, successively, of his/her accrued compensatory time off for overtime and accrued vacation credit. During a period of temporary disability and in the proportion that the employee is paid for the difference between his/her temporary disability payments and his/her regular compensation, he/she shall continue to accrue sick leave and vacation benefits at the regular rate.

The right is reserved to make later adjustments as between salary and disability benefits to conform to the Workers' Compensation Law, or to conform to later development of facts, including the right to recover any overpayments directly or from future earnings.

17. Air Pollution Emergency. An employee unable to work on a regularly scheduled work day due to an air pollution emergency shall be granted a leave of absence without pay for the period of the emergency unless he/she chooses to use his or her accumulated overtime credit, sick leave credit, vacation credit or holiday leave credit for the period of time he/she was off work due to the emergency.

18. Leave of Absence

- a. An agency/department leave of absence or an official leave of absence without pay may be granted for the following reasons:
- (1) Illness or disability when sick leave has been exhausted;
 - (2) Pregnancy;
 - (3) To take a course of study which will increase the employee's usefulness on return to the County; and/or
 - (4) Personal reasons acceptable to the authority whose approval is required.
- b. Agency/department leave of absence. Agency/department leave of absence up to 480 hours in any one calendar year period may be granted to any employee by the agency/department head. Such leave shall be reported as leave of absence via the agency/department's payroll. The agency/department head may require the leave of absence to be for a specified period of time and appropriate conditions may be imposed, such as providing sufficient medical documentation or other evidence substantiating the leave as required by the agency/department head.
- c. Official leave of absence. A regular employee may request an official leave of absence exceeding 480 hours, but not exceeding one (1) year. Official leave of absence may be granted upon written request by or on behalf of the employee, specifying the period and the reason, upon the written recommendation of the agency/department head and with the written approval of the Human Resources Director. Application must be made on a form supplied by the Human Resources Department in advance of the effective date of the leave, unless circumstances make such advance request impossible. If the Human Resources Director disapproves the request, it shall be so endorsed and returned to the agency/department head, who may present it to the Board of Supervisors. The Board's action shall be final. Any official leave of absence granted shall be for a specified period and appropriate conditions may be imposed such as the employee providing sufficient medical documentation or other evidence documenting the leave as required by the Human Resources Director or a designee.

Such leave may be extended upon further written request containing justification therefore, such request for extension to be processed in the same manner as the original request. In the case of a request for an extension due to illness or disability, updated information of the same kind submitted for the original request will be required.

Nothing herein shall prevent the earlier return to duty by the employee, except the agency/department head may require two weeks advance notice of the employee's intention to return.

The Human Resources Director shall be promptly notified of the return of any employee from an official leave of absence. The Board of Supervisors shall have the right to cancel or revoke a leave of absence previously granted.

An employee on leave of absence for illness or disability reasons will be required to present a return to work statement from the attending physician releasing the employee to full duty, prior to being allowed to return to work. Any release to less than full duty will be allowed only as accommodation as required under the Americans with Disabilities Act, the California Fair Employment and Housing Act, a County designed temporary modified duty assignment, and/or the County return to work program.

An employee contemplating family/medical leave for reasons that are foreseeable must provide thirty (30) days advance notice. In cases where the approximate timing of the need for leave is not foreseeable, the employee is required to give notice of the need for family/medical leave as soon as practicable (generally within one or two working days of learning of the need for leave).

19. Vacation. Persons employed in the classes of Resident Physician and Surgeon shall be entitled to one hundred twenty (120) hours (approximately fifteen (15) days) of vacation per year. The vacation may be taken at times agreeable to the agency/department head. Unused vacation shall be carried over to the following fiscal year. Upon separation from County service, a Resident Physician and Surgeon shall be paid for any unused vacation. All other employees shall not be entitled to paid vacation.
20. Paid Holidays. Only seasonal employees, Resident Physicians and Surgeons, and employees in the Physician Assistant Fellowship classification, in a current paid status shall be eligible for paid holidays. Other provisions notwithstanding, if duty is required any time during the 24-hour holiday period, the resident or fellow will be entitled to compensatory time off for all hours worked on the holiday. Duty is defined as any presence at the hospital for professional reasons.³
 - a. A new employee whose first working day is the day after a paid holiday shall not be paid for the holiday.
 - b. An employee who is terminating his or her employment for reasons other than paid County retirement, and whose last day as a paid employee is the day before a holiday, shall not be paid for that holiday.
 - c. An employee who is on a leave of absence without pay for either the regularly scheduled working day before the holiday, or the regularly scheduled working day after the holiday shall not be paid for that holiday.

³ This provision for holidays comes from the personal employment contract between Resident Physicians and Surgeons and the Physician Assistant fellows and the hospital.

- d. Seasonal employees who are regularly scheduled to work on a paid holiday shall be paid at their regular rate for the time actually worked. In addition, such employees shall have a choice of:
 - (1) compensatory time off not to exceed eight (8) hours for such holiday or;
 - (2) being paid for the holiday at the regular rate of pay not to exceed eight (8) hours.
 - e. An employee with accumulated holiday credit may, and if requested by the agency/department head shall, within seven (7) days, specify the dates of at least three (3) working days during the next two (2) succeeding pay periods that the employee desires to take as holiday compensatory time off. The agency/department head may authorize compensatory holiday time off for all or any portion of the dates specified, but shall authorize at least one (1) of the three (3); provided however, that if in the agency/department head's judgment, such day or days will create a demonstrable hardship to the agency/department; in that event, the employee, within seven (7) days after notification by the agency/department head, shall specify three (3) other working days, at least one (1) of which shall be granted. Unless otherwise agreed to by the employee, the agency/department head shall not authorize time off less than eight (8) hours. If an employee, after being requested by the agency/department head, refuses or neglects to specify the time he/she desires to take as compensatory holiday time off, as herein provided, the agency/department head may schedule compensatory holiday time off for the employee.
 - f. A part time employee shall only receive holiday pay for the holiday or portion thereof which coincides with his or her regularly scheduled working hours.
 - g. A full time employee whose regularly scheduled day off falls on a paid holiday shall be entitled to equal compensatory time off for such holiday not to exceed eight (8) hours pay.
21. Shift Differential
- a. Applicability of Shift Differentials. Only FLSA non-exempt employees shall be eligible for shift differentials. Shift differentials do not apply to standby duty, release time, or to leave time, such as vacation, sick leave, or holiday leave. The hourly rate for each shift differential is payable in tenths of an hour. With agency/department approval, day shift employees on an individual basis may waive shift differentials in order to work earlier or later than their schedule would otherwise be, for their own convenience.
 - (1) Evening Shift (swing). Employees who perform work between the hours of 6:00 p.m. and 11:00 p.m., shall be paid an evening differential of \$0.60 per hour for the time actually worked between 6:00 p.m. and 11:00 p.m.
 - (2) Night Shift. Employees who perform work between the hours of 11:00 p.m. and 7:00 a.m., shall be paid a night differential of \$1.20 per hour for the time actually worked between 11:00 p.m. and 7:00 a.m.
 - b. Classes Not Eligible for Shift Differentials. Employees in positions of Resident Physician and Surgeon and Physician Assistant Fellowship shall not be paid shift differential(s).
22. Bilingual Pay. All full time and part time employees who are assigned work on a regular and continuing basis that requires a second language at least five times per week or once per day to effectively meet the service demands of the County's customers, and who have qualified for bilingual compensation under this sub-section shall receive additional compensation as follows:

Level 1: Basic Oral Communication: \$40 per pay period (\$0.50 per hour)

Employees at this level perform bilingual translation.

Level 2: Task Completion: \$60 per pay period (\$0.75 per hour)

Employees at this level perform bilingual translation as well as written translation.

Level 3: Written translation, and medical and legal interpretation: \$80 per pay period (\$1.00 per hour) Employees at this level perform complex verbal and written translation.

Payment of bilingual pay will be pro-rated based on the hours actually worked to the maximum amount indicated per pay period.

An employee must perform bilingual translation as a requirement of the job. An employee not receiving bilingual compensation shall not be expected to perform bilingual services.

Testing Administration: The Bilingual Pay Program is administered by Human Resources. Oral and written examinations will be administered by the Human Resources Assessment Center as follows:

Level 1: Basic oral/reading test

Level 2: Written

Level 3: Complex Level Written

Designation of positions eligible to receive bilingual pay is the responsibility of the supervisor with the approval of Human Resources. An agency/department head whose department has a substantial need for regular and frequent oral or written bilingual skill of one or more positions may make an application to the Human Resources Director on a form supplied to him/her to authorize bilingual compensation for such position. All future recruitments for a position designated as such should include the requirement of bilingual skills.

When the skill is no longer needed or the employee is not required to use it or ceases to possess it, the agency/department head shall terminate the bilingual compensation by written notice to the Human Resources Director. The Human Resources Director may also terminate the bilingual compensation if he/she makes a like determination, and shall notify the department head. In either case, the department head shall notify the employee.

The Human Resources Director may designate an employee in the Human Resources Department or other County department to perform bilingual skills for other County departments and districts where there is no one available in the requesting department.

23. Health Benefits. The monthly Flexible Benefit contribution for Resident Physicians and Surgeons and employees in the Physician Assistant Fellowship classification shall be \$312.50. In addition, the County shall provide optical insurance, to be paid by the County, for employees in these classifications.

24. Retirement Program. Retirement benefits and related matters for employees are governed by the contracts between the Board of Supervisors and the Board of Administration of the Public Employees Retirement System, by resolutions of the Board of Supervisors, and by State retirement laws.

25. MAINTENANCE

a. Rates for maintenance, including living quarters, meals, or laundry service, furnished by the County to any employee, shall be fixed by a resolution of the Board of Supervisors from time to time. Payment therefore shall be made by a

deduction from compensation, or by performance of additional services, as may be determined by the Board of Supervisors.

- b. No charge for meals shall be made where the same are furnished for the convenience of the County, such as for employees at County institutions who are required by the nature of their duties to take their meals in connection with such employment. No person shall receive maintenance at any institution unless on duty at such institution.
 - c. Nothing herein shall prohibit the furnishing of meals on a cost basis where necessary or convenient. It shall be the duty of each officer to make certain that the provisions of this section are complied with as to all employees, agency/departments and institutions under his/her control and to keep the Auditor-Controller properly informed as to any payroll deductions required hereunder.
 - d. Resident Physicians and Surgeons at RUHS - MC shall be furnished without charge medical and hospital care for acute illnesses and injuries contracted or sustained by them during the period of their employment. Whether an illness or injury qualifies under this provision shall be determined by the Assistant County Executive Officer – Health Systems with the advice of the Chief Medical Officer.
26. Termination. Except as specifically set out herein, all employees shall serve at the pleasure of the agency/department head and shall not be entitled to any review or hearing procedure upon termination by the agency/department head.

c) **SEASONAL EMPLOYEE PROVISIONS**

1. **Initial Probationary Period**

- a. Initial Probationary Status. Each seasonal employee shall be in an initial probationary status from the effective date of his/her initial employment in a seasonal or regular position in a paid status until the required initial probationary period, and any extension, is completed without separation from County employment.

Computation of the initial probationary period in a paid status does not include overtime, standby, on-call or military leave of absence. A seasonal employee who has not completed the initial probationary period, serves at the pleasure of the agency/department head and may be released from employment without cause. He/she is not entitled to the review procedure provided for in this ordinance.

- b. Length of Initial Probation. The length of the initial probationary period for seasonal employees is twelve (12) months of actual work. Months towards completion of initial probation need not be continuous but for a seasonal employee accrued months towards completion of initial probation shall be lost in the event that there is a period of more than one (1) year when the employee is in an unpaid status.
- c. Extension of Initial Probation. The initial probationary period of a seasonal employee may be extended by the employing agency/department head with the approval of the Human Resources Director. Extensions of an initial probationary period are discouraged and must be approved by the Human Resources Director or his or her designee before the end of the existing initial probationary period. Approval is made on a case-by-case basis and only for rare and extenuating circumstances.

The twelve (12) month initial probationary period may be extended once to fifteen (15) months or twice to eighteen (18) months. If an employee changes classification by promotion, transfer or demotion during initial probation, extensions may also be made in the class to which he/she promoted, transferred or demoted.

- d. Initial Probationary Period Affected by Change in Class. An employee who has not completed the initial probationary period and who promotes, demotes or transfers to another class, will serve a new twelve (12) month probationary period following such promotion, demotion, or transfer. The twelve (12) months required pursuant to the provisions of this section shall be in addition to any initial probationary period hours served by the employee in the position from which he/she voluntarily promoted, demoted, or transferred.
2. **Discipline, Dismissal, and Review**
 - a. The provisions of this subsection do not apply to:
 - (1) At-Will seasonal employees;
 - (2) Seasonal employees who have not completed an initial probationary period with the County of Riverside;
 - (3) Regular seasonal employees serving a promotional probationary period when such disciplinary action does not affect any vested rights.
 - b. The appointing authority may dismiss, demote, suspend, demote and suspend, or impose any other disciplinary action on a probationary employee during the probationary period. Unless such action affects the vested rights of a permanent employee serving a promotional probationary period, no hearing shall be held on any disciplinary action affecting a probationary employee.
 - c. Any of the following acts of an employee who has permanent status shall be good cause for dismissal, demotion, reduction in compensation, suspension, or any other action taken for disciplinary reasons:
 - (1) Dishonesty;
 - (2) Incompetence;
 - (3) Inefficiency or negligence in performance of duties;
 - (4) Neglect of duty;
 - (5) Insubordination or willful violation of an employee regulation prescribed by the Board of Supervisors or the head of the agency/department in which the employee is employed;
 - (6) Absence without leave;
 - (7) Conviction of either a felony, or any offense, misdemeanor or felony, involving moral turpitude, or any offense in connection with or affecting the employee's duties other than minor traffic violations. Conviction means a plea of guilty or *nolo contendere* or a determination of guilt in a court of competent jurisdiction;
 - (8) Discourteous treatment of the public or other employees;
 - (9) Political activity in violation of federal or state law;
 - (10) Physical or mental unfitness to perform assigned duties;
 - (11) Making a material misrepresentation in connection with obtaining or maintaining employment or position;
 - (12) Conduct either during or outside of duty hours which adversely affects the employee's job performance or operation of the agency/department in which he/she is employed;
 - (13) Failure to maintain the license, registration, certificate, professional qualifications, education, or eligibility required for the employee's classification when the failure of the employee to maintain such requirements adversely affects the employee's ability to perform his or her job or the performance of the agency/department. The agency/department shall prescribe procedures to insure that employees affected by the requirements are informed of them;
 - (14) Substance abuse in violation of the County of Riverside Alcohol and Drug Abuse Policy;

(15) Violation of the County's Anti-Violence in the Workplace Policy.

- d. The disciplinary and appeal procedure for seasonal employees shall be the same as in the disciplinary and appeal procedure contained in the most current Resolution of the County of Riverside and Other Agencies Providing Salaries and Related Matters for Exempt Management, Management, Confidential, and Other Unrepresented Employees.

3. Step Advance

- a. Applicability of Step Increases. The compensation of each seasonal employee who is paid on a step basis, and whose pay is below the highest step of the grade allowed for the class shall be considered for increase upon his or her anniversary date, except as otherwise provided.
- b. Anniversary Dates. The first anniversary date as a result of an original appointment shall be the first day of the pay period following the completion of 12 months of actual work in a paid status in the position, not including overtime.

Re-employment at a rate other than that of the first step of a grade shall be considered an original appointment for purpose of fixing the anniversary date.

The first anniversary date as a result of promotion or reclassification, which involved a salary increase, shall be the first day of the pay period following the completion of six months of actual work in a paid status in the position, not including overtime.

The second anniversary date shall be the first day of the pay period following the completion of an additional 12 months of actual work in a paid status, not including overtime, and subsequent anniversary dates shall occur at like intervals.

The provisions of this section shall be subject to other specific provisions of this ordinance concerning change of anniversary dates.

- c. Limit on Unpaid Status. Months in a paid status toward a step increase need not be continuous, but for a seasonal employee, accrued months in step shall be lost in the event that there is a period of more than one (1) year when the employee is in an unpaid status.
- d. Pay Increases by Salary Steps. Every anniversary salary increase, unless otherwise dictated within a recognized employee organization's Memorandum of Understanding (MOU) shall be to the rate of the second next higher step, except when there are less than two steps remaining, it shall be to the last step of the salary grade. Such salary increases shall be given unless there is an affirmative decision of the agency/department head to deny the increase.
- e. Denial of Step Increase. The agency/department head may disallow a step increase only after the performance evaluation is reviewed and approved by the Human Resource Director or a designee. If the increase is not granted, the agency/department head shall state the reasons on the form, which shall be given to the employee for signature. The agency/department head shall reconsider the step increase at least quarterly, and may allow it effective on the first day of any pay period after the date it could have been granted. The responsibility for submitting a written allowance of increase, after its denial, shall be with the agency/department head. The anniversary date shall be postponed until an increase is allowed.

d) TEMPORARY EMPLOYEE PROVISIONS

1. Compensation. Temporary employees shall be compensated at the first step of the salary plan and grade for their job class, unless an advance step is authorized at the time of

appointment. Temporary employees do not receive step advances within the salary grade based on hours of service.

2. Function of Temporary Employees

- a. Temporary employees will normally be utilized to perform irregular, project, or overflow work that cannot be performed by regular employees within the agency/department without additional cost, including overtime costs.
- b. Temporary employment shall not be used in lieu of the probationary period in a regular or seasonal position or as a trial period of employment, but this provision shall not render a temporary employee ineligible for appointment to a regular or seasonal position.
- c. Agreements entered into between the County and a federal or state funding authority may contain provisions which will prevail over the rules of this section affecting temporary County employees.

3. Length of Employment. No temporary employee shall be permitted to work in the same capacity in which he/she performs substantially continuous service for more than one thousand (1000) working hours (approximately six (6) months of full time service) during any one fiscal year. In the event that a agency/department head has unusual circumstances to warrant employment of a temporary employee for a longer period, the agency/department head may request approval on the Board of Supervisors' agenda, prior to the employee working more than one thousand (1000) hours in the fiscal year. Any request to extend the service shall set forth the justification, the hire date of the temporary employee, and the number of hours requested in the extension. Any additional extension shall require further Board of Supervisors' approval annually, prior to the employee working one thousand (1000) hours in that fiscal year.⁴

e) **UNREPRESENTED PER DIEM EMPLOYEE PROVISIONS**

1. Notwithstanding any other provisions of this ordinance, except as otherwise provided herein, only the provisions set forth in this section shall be applicable to persons employed as unrepresented Per Diem employees.

2. **Definitions**

- a. "Per Diem Employee" shall mean anyone who occupies a position within a classification established in the Class and Salary Listing as a Per Diem class and that is not represented by a collective bargaining unit. All Per Diem employees shall serve at the pleasure of the agency/department head.
- b. "Base Rate of Pay" shall mean the hourly rate of compensation as set forth in the Class and Salary Listing for a Per Diem classification.
- c. "Holiday" shall be the 24-hour period which commences at 7:00 a.m. of any day on which County offices are not open for business, in accordance with County Ordinance, other than Saturday or Sunday.
- d. "Overtime" shall mean any authorized work actually performed in excess of the established FLSA work week.
- e. "Critical Care Work Areas" shall mean the following units at the hospital: ER, ICU, CCU, Neuro ICU, Peds ICU, Neonatal ICU, OR, Recovery, Dialysis, Labor and Delivery, and Anesthesia.
- f. "In Charge" shall mean the assignment by the nursing administration office, and acceptance by a licensed employee, to have total nursing management responsibility for a particular inpatient nursing unit, such responsibility to include, but not necessarily be limited to, patient care, nursing personnel, and the general environment of the unit.
- g. For acute care assignments, "weekend" shall mean the period commencing at 3:00 p.m. Friday and ending at 7:00 a.m. on Monday. For outpatient clinic or non-acute

⁴ This restriction applies only to County Temporary Employees and not to regular, seasonal, per diem, or TAP employees.

care assignments, "weekend" shall mean the period commencing at 5:00 p.m. Friday and ending at 7:00 a.m. on Monday.

3. Conformance to Plan
 - a. No person shall be employed in or appointed to any Per Diem position until the classification plan shall contain a position specification for such position.
 - b. No person shall be employed in or appointed to any Per Diem position unless said person meets the minimum qualifications set forth in the position specifications.

4. Positions Allowed
 - a. The basic classification of Per Diem positions is deemed to be established by the Class and Salary Listing and the number of positions needed for each class shall be as determined from time to time by resolution of the Board of Supervisors.
 - b. No person shall be appointed to a Per Diem position until such position has been allocated to the hiring agency/department.

5. Salary Procedures
 - a. Basis of Compensation. Per Diem employees may receive compensation at the hourly rate assigned to the classification in which they are employed.

The Human Resources Director may authorize differential premium pay for Per Diem job classes at rates not more than those established for regular job classes, as needed to maintain efficient business operations. Such premium authorization may be ended by the Human Resources Director as warranted by operations or funding.

- b. Reporting and Calculation. Actual hours of work and overtime work shall be reported for each Per Diem employee on each biweekly attendance report or by such other method as is established by the County Auditor-Controller.
 - c. Payment. The County Auditor-Controller shall distribute salary warrants no later than the second Wednesday following the end of a pay period.

6. Overtime. Overtime shall be paid at one and one-half times the FLSA regular hourly rate for all non-exempt employees. FLSA exempt employees who work on a Per Diem basis will be entitled to their base rate of pay for each authorized hour worked in excess of the established FLSA workweek.

7. Shift Differential. Shift differentials do not apply to vacation, sick leave, holiday pay, call or standby duty. The hourly rate for each shift differential is payable in tenths of an hour. Employees who work day shift between the hours of 7:00 a.m. to 6:00 p.m. shall not be entitled to a shift differential.

- a. Classes not eligible for shift differentials. Employees in the classification(s) listed below shall not be paid shift differential:
Pharmacist – C – PD
 - b. Evening Shift - General. Per Diem employees whose classes are specifically mentioned below, who perform work between the hours of 6:00 p.m. and 11:00 p.m., shall be paid an evening differential as set out below for the time actually worked between 6:00 p.m. and 11:00 p.m.

Classifications:

Rate:

<ul style="list-style-type: none"> • Electrocardiograph Technician - PD ♦ 	<p>25¢ per hour</p> <p>♦ For employees in this Per Diem classification working at the Riverside University Health System – Medical Center.</p>
<ul style="list-style-type: none"> • Nursing Assistant - PD 	35¢ per hour
<ul style="list-style-type: none"> • Pharmacy Technician II - PD 	60¢ per hour

<ul style="list-style-type: none"> • House Supervisor - PD 	Classification(s) authorized by the County Executive Officer to receive the same premium as employees in the equivalent regular classifications.
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- c. Night Shift - General. Per Diem employees whose classes are specifically mentioned below and who perform work between the hours of 11:00 p.m. and 7:00 a.m., shall be paid a night differential as set out below for the time actually worked between 11:00 p.m. and 7:00 a.m.

Classifications:	Rate:
<ul style="list-style-type: none"> • Electrocardiograph Technician - PD♦ 	50¢ per hour ♦ For employees in this Per Diem classification working at the Riverside University Health System – Medical Center.
<ul style="list-style-type: none"> • Nursing Assistant - PD 	75¢ per hour
<ul style="list-style-type: none"> • Pharmacy Technician II - PD 	\$1.20 per hour
<ul style="list-style-type: none"> • House Supervisor - PD 	Classification(s) authorized by the County Executive Officer to receive the same premium as employees in the equivalent regular classifications.

8. Holidays. A Per Diem employee who works on a holiday shall be paid at the rate of one and one half times the employee's base rate of pay for the hours actually worked.
9. Benefits. No benefits except those expressly provided by statute shall accrue to Per Diem employees.
10. Termination. All Per Diem employees shall serve at the pleasure of the agency/department head and shall not be entitled to any review or hearing procedure upon termination by the agency/department head.

Section 11. VOLUNTEER WORKERS

- a) Definition. "Volunteer Worker" means a person who performs authorized voluntary service to the County of Riverside or a department, institution or agency thereof, without pay, for the benefit of the County and in aid of a recognized County purpose. The term does not include members of volunteer fire departments or companies. For the purposes of this section, the volunteer worker must be currently enrolled pursuant to this ordinance in order to be recognized as a volunteer worker. A volunteer worker is not an employee.
- b) Volunteer Organizations. Any agency/department of the County government may establish one or more organizations of volunteer workers in aid of the purposes of the agency/department or may recognize a private civic organization or delegation thereof as the equivalent. No particular form of organization shall be required; it may be an unincorporated association, a committee or subordinate body of an existing organization, a corporation, or merely a series of individuals sponsored by the agency/department.
- c) Enrollment of Volunteer Workers. In each agency/department having an organization of volunteer workers, the agency/department, or organization with agency/departmental approval, shall keep

within the agency/department a current and continuing roster upon which volunteer workers are enrolled. This shall contain at least the name, address and telephone number, the date of enrollment and the date of termination of the enrollment; if the worker may be expected to drive an automobile in the performance of the volunteer function (other than between the worker's home and the workplace) then the roster shall include the number and expiration date of the worker's operator's license, and the name of company, policy number and expiration date of the worker's liability insurance. Records as to each volunteer worker shall be retained for three years after such worker has terminated.

The agency/department, or with its approval, the organization, shall, as a part of the roster or separately, keep a continuing record of the number of hours worked by each volunteer worker. If the services of any worker shall be terminated, or if the worker shall cease to perform voluntary service, entry of the date of termination shall promptly be made on the roster. Unless otherwise specified the termination of enrollment shall be without prejudice to later re-enrollment. The services of any volunteer worker may be refused or terminated by the agency/department at will, and shall be terminated when deemed in the best interest of the agency/departmental function or of the voluntary services program to do so.

If there is no volunteer organization within the agency/department, individual volunteer workers may be enrolled by the agency/department in the manner set forth in this subsection.

- d) Motor Vehicle Usage. While unnecessary use of automobiles is to be discouraged, it is recognized that in some volunteer activities motor vehicle usage is indispensable. Privately owned vehicles may be used on express authorization of the agency/department head specifying the purpose. County vehicle use may be authorized only by the County Executive Officer on recommendation of the agency/department head including appropriate justification. No volunteer worker shall be permitted to drive either a private vehicle or a County vehicle for volunteer business until the worker has presented his or her current operator's license and liability insurance policy with minimum limits in the amounts required by the State for bodily injury or death and property damage, and the necessary data therefrom has been placed on the roster.
- e) Reimbursement of Expenses. A volunteer worker who drives a private vehicle duly authorized shall be entitled to reimbursement at a mileage rate currently fixed by the County. Other necessary travel expenses shall be reimbursed at actual cost when authorized by the agency/department. Reimbursement shall be conditional upon claim being promptly made, in no event more than 100 days after the cost was incurred.
- f) County Insurance. Such liability insurance as the County may carry shall be excess insurance over any other valid and collectible insurance, including that provided by the volunteer worker. Volunteer workers are not covered by workers compensation insurance or by County self-insurance for injury or accident arising out of volunteer service.
- g) Reports. Each agency/department, not later than the fifteenth (15th) day of each month, shall make a written report for the preceding month showing the total number of volunteer workers who performed services in that month, the total number of hours of such services, the number of new volunteer workers enrolled during the month and the number whose enrollments were terminated. The report shall be filed with the County Executive Officer, who may inspect the roster at any time, and shall do so at least quarterly to see that the enrollment of inactive workers has been terminated and that other information on the roster is in current condition.
- h) Resolutions. Further rules or regulations in aid of the County's program of voluntary services, or interpretations or extensions of the provisions of this section may be made by resolution of the Board of Supervisors.

Section 12. ORDINANCE PUBLICATION

The Human Resources Director shall maintain a current record of all positions allowed for each agency/department. He/She shall cause to be re-published and circulated to the agency/departments

from time to time the contents of this ordinance together with lists of the positions allowed to the respective agency/departments, and shall from time to time supply amendments thereto.

The Human Resources Director may include footnotes in the publication of this ordinance for the purpose of referencing other pertinent sections, attachments, or provisions, or to cite a change in the narrative. The Human Resources Director may re-number, and arrange in a logical order, parts of this ordinance without affecting the narrative content.

Section 13. CONFLICTS AND CONSTITUTIONALITY

The provisions of this ordinance are subject to controlling or limiting provisions of the Constitution and laws of California, and any provisions of this ordinance, which are in conflict there with, shall not be effective to the extent of such conflict.

If any paragraph, sentence, clause, or phrase of this ordinance for any reason is held to be unconstitutional or invalid, such shall not affect the remaining portions of this ordinance, and the Board of Supervisors hereby declares it would have passed each paragraph, sentence, clause, and phrase thereof, irrespective of the fact that any one, or more than one sentence, clause, or phrase thereof be declared unconstitutional or invalid.

Section 14. EFFECTIVE DATE

The operative date of this ordinance is July 1, 1957.

John J. Benoit, Chairman of the Board

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said County, held on **January 5, 2016** the foregoing Ordinance consisting of fourteen (14) sections was adopted by said Board by the following vote:

AYES: Jeffries, Tavaglione, Washington, Benoit and Ashley
NAYS: None
ABSENT: None

Kecia Harper-Ihem, Clerk of the Board
By: Cecilia Gil, Board Assistant