

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/13/08		Item Number: <u>A-4</u>	
AGENDA ITEM: 1) Approval of the Classification Specification for Animal Services Officer; and 2) Adoption of a Resolution Revising the Salary Schedule to include the Position of Animal Services Officer and Rescind Resolution No. 2008-R061.			
Contact Person/Dept.: Serena Wright		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master E-Mail Notification List (10/08/08) and Culver City Employees' Association on (10/08/08).			
Department Approval: Serena Wright (10/07/08)		City Attorney Approval: Carol Schwab (by H. Baker) (10/08/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (10/08/08)		City Manager Approval: Jerry B. Fulwood (10/08/08)	
<u>RECOMMENDATION</u> Staff recommends the City Council: 1) approve the classification specification for Animal Services Officer; and 2) adopt a resolution revising the salary schedule to include the position of Animal Services Officer and rescind Resolution No. 2008-R061. <u>BACKGROUND</u> The City Council has an Animal Control Subcommittee ("Subcommittee") which has been discussing the animal control services that are provided to the City and explore options in bringing the program in-house. After months of discussion, the Subcommittee recommended to City Council that a full time Animal Services Officer position be funded to complement the services that are currently provided by the County of Los Angeles ("County"). At the June 16, 2008 City Council meeting, the Council approved a 24-month pilot program for animal care and control services which includes the addition of a full-time Animal Services Officer. The position will be responsible for enforcing all federal, state and local laws pertaining to the ownership, treatment, and licensure of animals within the City of Culver City. A copy of the new classification specification has been reviewed by the Culver City Employees' Association and was subsequently approved by the Civil Service Commission on October 1, 2008.			

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DISCUSSION

The City Council approved the addition of the Animal Services Officer position on a trial basis. This start up program will initially be assigned within the Police Department under the general supervision of a Police Sergeant within the Operations Bureau. This non-sworn classification will be responsible for supplementing the services that are provided by the County including patrolling assigned areas to enforce animal care and control laws and ordinances, investigating complaints, capturing and impounding animals, and conducting license canvassing.

The contract with the County currently provides Culver City with one officer and available field service 24 hours a day, 7 days per week. The newly hired Animal Services Officer will work in concert with the County program. This will provide Culver City with coverage on days, nights, and weekends. It is anticipated that when not responding to calls or transporting animals, the Animal Services Officer will canvass the City for delinquent or absent animal licenses.

All calls for service, even when the Animal Services Officer is off duty, will be routed through the Police Department dispatch center. During off hours, the dispatch center will relay calls to the County. This will provide the residents of Culver City with convenience and continuity and provide the City with a record of the call.

Training & Experience

The proposed classification requires candidates to possess a minimum of one year full time paid experience performing animal care and control. In addition, incumbents complete 30 semester units of college-level course work in Animal Science, Veterinary Science, Zoology or a related field; or successful completion of 80 hours course work at the State Humane Association's Animal Control Officer Training Academy within two (2) years of hire.

The Animal Services Officer may be required to serve warrants and exercise the powers of arrest in the course of employment. To that end, incumbents within this classification will be required to successfully complete the California Commission on Peace Officer Standards & Training PC 832 Arrest and Firearms training course. In accordance with California Penal Code 830.9, "Animal control officers are not peace officers but may exercise the powers of arrest....if those officers successfully complete a course in the exercise of those powers pursuant to (California Penal Code) Section 832."

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Labor Market Cities

A survey of our labor market cities indicate that five (5) out of the thirteen cities have an in-house animal control program. The other eight (8) cities either contract with other agencies or have outsourced it to another entity. The proposed classification specification's training, education, and experience requirements are consistent with the labor market.

FISCAL ANALYSIS

Through the FY 08-09 budget process, City Council approved the following range for the Animal Services Officer classification:

Range 420 \$3,501 - \$4,269 Monthly \$42,012 - \$51,226 Annually

Sufficient funding has been included in the fiscal year 2008-09 Police Department's adopted budget to cover this cost.

ATTACHMENTS

1. Classification Specification for Animal Services Officer
2. Labor Market Survey
3. Labor Market Cities Comparable Classification Specifications
4. Resolution and Exhibit A
5. Organizational Chart for the Police Department

MOTION

That the City Council:

1. Approve the classification specification for Animal Services Officer; and
2. Adopt a resolution revising the salary schedule to include the position of Animal Services Officer, and rescind Resolution No. 2008-R061.