

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 06/16/08		Item Number: <u>A-1</u>	
AGENDA ITEM: Consideration of a New City Program related to Animal Control, Including the Consideration of the Creation of the Position of Animal Control Officer.			
Contact Person/Dept.: Shelly Wolfberg or Mary V. Noller		Phone Number: (310) 253-6008 or (310) 253-6012	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Friends of Culver City Animals; Los Angeles County Animal Care and Control; and Master Notification List (06/12/08)			
Department Approval: Jerry B. Fulwood (06/12/08)		City Attorney Approval: Carol Schwab (by H. Baker) (06/12/08)	
Chief Financial Officer Approval: Jeff Muir (06/12/08)		City Manager Approval: Jerry B. Fulwood (06/12/08)	
<u>RECOMMENDATION:</u> The City Council Subcommittee on Animal control (Vice-Mayor Silbiger and Council Member Armenta) recommends the City Council consider allocating funding in Fiscal Year 2008-09 for either 1) a part-time animal control officer or 2) a full-time animal control officer. <u>BACKGROUND/DISCUSSION:</u> On August 27, 2007, the City Council unanimously passed the following motion: 1. DIRECT STAFF TO CONTINUE THE CITY'S IN-HOUSE ANIMAL LICENSING PROGRAM; 2. DIRECT STAFF TO WORK WITH THE COUNTY OF LOS ANGELES TO SCHEDULE A CANVASSING PROGRAM DURING THE SECOND HALF OF FISCAL YEAR 2007/2008 (JAN – JUNE 2008); 3. DIRECT STAFF TO WORK WITH THE COUNTY OF LOS ANGELES TO SCHEDULE TWO LICENSING CLINICS DURING THE SECOND HALF OF FISCAL YEAR 2007/2008 (JAN – JUNE 2008); 4. DIRECT THE CITY ATTORNEY TO REVIEW THE CONTRACT WITH THE COUNTY AND APPROVE AS TO FORM AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY;			

City of Culver City, California
City Council Agenda Item Report

5. APPROVE THE SOFTWARE MAINTENANCE AGREEMENT WITH PROGRESSIVE SOLUTIONS, INC.; AND
6. APPROVE A BUDGET AMENDMENT OF \$58,600.00 FROM GENERAL FUND RESERVES.

The City Council also voted in favor (4-1) on the following motion:

1. APPROVE THE RENEWAL OF THE CONTRACT WITH THE COUNTY OF LOS ANGELES FOR ANIMAL CONTROL FIELD SERVICES AND SHELTERING FOR A FIVE-YEAR PERIOD, WITH A NINETY-DAY TERMINATION CLAUSE.

At the April 28, 2008 City Council Meeting, the City Council named Vice Mayor Silbiger and Councilmember Armenta to the Animal Control Subcommittee (the "Subcommittee"). Since that time the Subcommittee has met with City staff and members of the Friends of Culver City Animals. The discussions centered around options to hire a full or part-time City employed animal control officer and associated costs; the options to shelter animals at a facility other than the County of Los Angeles-operated Carson Shelter; license revenues; and research with other cities.

At the request of the Subcommittee the City Council is being asked to consider funding either a part-time or full-time Animal Control Officer to be employed by the City of Culver City. The Subcommittee proposes that this individual supplement or complement the current services provided by the County. Various City departmental staff met with the Subcommittee to review options. Staff included representatives from Human Resources, the Finance Department, the City Manager's Office and the Police Department. In its research, staff determined that most Municipal Animal Control programs reside in the City's Police Department. Staff is including the personnel levels that would be required in order to implement a new City position of either a full-time or part-time Animal Control Officer to supplement existing contract levels provided by the County of Los Angeles. In designing a new City program, staff is cognizant of the community's demand for high quality service delivery. An option would be to Implement a 12-24 month pilot program to gauge revenues with the new program. Start up costs may not be recovered with this option.

The County of Los Angeles states that it assigns one officer to the City of Culver City and has service available 24-hours per day/7-days per week. The County would provide staffing simultaneously with the City's staffing, to ensure coverage of the entire City during days, nights, and weekends. If the proposed City Animal Control Officer is sick, on vacation, or out for other reasons, the entire staffing would be borne by the County.

City of Culver City, California
City Council Agenda Item Report

Field Service Levels:

When determining the need for a local Animal Control Officer and beginning a new City program, the City Council may want to consider the existing number of calls for service. Current Animal Control services as provided by the County of Los Angeles Animal Care and Control include field services; licensing processing costs (before the City brought Animal licensing in house in April 2007); and license canvassing costs. The following table shows the field service request calls.

Field Service Statistics (Excluding Sheltering Costs):

	7/1/02- 6/30/03 Annual	7/1/03- 6/30/04 Annual	7/1/04- 6/30/05 Annual	7/1/05- 6/30/06 Annual	7/1/06- 6/30/07 Annual	7/1/07- 6/30/08 Annual (Projected)	Monthly Average
Service Request	951	964	1,045	1,007	944	811	79
Total Field Service Cost (Incl. Canvassing)	\$100,614	\$49,460	\$52,313	\$73,495	\$66,595	\$59,882	5,588.32

Annual Sheltering Operations Statistics:

	7/1/02- 6/30/03 Annual	7/1/03- 6/30/04 Annual	7/1/04- 6/30/05 Annual	7/1/05- 6/30/06 Annual	7/1/06- 6/30/07 Annual	7/1/07- 6/30/08 Annual (Projected)	Monthly Average
Dogs Impounded	89	78	81	77	83	69	7
Cats Impounded	84	87	104	90	104	51	7
Other (Animal) Impounded	138	128	185	201	175	173	14

Number of Dog Licenses:

The current number of dogs licensed in Culver City is 1,742. In the upcoming weeks, the County of Los Angeles Animal Care and Control will perform canvassing services for the City to collect license fees from those dog owners who are out of compliance with licensing requirements. In recent years, the highest number of licenses sold was in FY 2002-03 with 3,736 dog licenses, when licensing was handled by the County. County staff had performed 1,023 hours of canvassing during this time period.

City of Culver City, California
City Council Agenda Item Report

Proposed Anticipated Duties for Animal Control Officer:

1. Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous, wild or diseased animals;
2. Investigates animal bites, arranging for appropriate identification and quarantine;
3. Explains to the public, state and local laws, codes and ordinances relating to the care and control of animals, and filing of complaints;
4. Issues citations for violations of applicable regulations;
5. Patrols assigned areas operating a City vehicle;
6. Captures wild, stray and unlicensed animals for impounding;
7. Transports stray, unwanted and other wild and domestic animals to the animal shelter from officers, the public, and night deposit cages;
8. Receives service calls to assist the public in claiming lost animals;
9. Prepares reports and maintains records;
10. Monitors and observes animals for signs of illness or injury and reports symptoms to the supervisor; removes dead animals from public and private properties; transports injured animals;
11. Under emergency conditions, destroys dangerous or grossly injured animals in the field or arranges for destruction by City police;
12. Testifies in court regarding citations and disposition of complaints;
13. Approves and monitors home quarantine of biting animals in accordance with regulations;
14. Assists other agencies and City departments in animal control and handling; operates firearms, humane traps, mobile radios, and related animal control tools and equipment;
15. Identifies symptoms of common animal diseases and recommends veterinary medical care, isolation or destruction;

City of Culver City, California
City Council Agenda Item Report

- 16. Cleans and maintains building and grounds areas at the temporary kennel;
- 17. May perform operations desk duties as needed;
- 18. Performs related duties as assigned.

If a new position is created, the class specification would need to be reviewed by the Civil Service Commission for recommendation to the City Council and then approved by the City Council.

Potential Workers Compensation and General Liability of the Position Impacts to the City of Culver City:

The Animal Control Officer may encounter aggressive and/or large animals during the course of his or her duties. This type of work may lead to injuries not only from animal bites, but also from the physical exertion required to place the animals into the truck. This will potentially increase the City's Workers Compensation claims against the City. In addition, there will be a higher risk of the exposure in general liability for the City. One example of increased liability would include if a pet owner feels that his or her pet was mistreated by a City of Culver City employee, and decides to make a claim against the City for the treatment of the owner's animal.

Supervisory Support Description:

The Animal Control Officer would need to report to a management employee who would oversee quality services.

Administrative Support Description:

This position would require administrative support for the Animal Control Officer. Administrative support is not uncommon with other agencies who employ Animal Control Officers. Support includes managing files, callbacks to residents for compliance issues, and potential dispatch work for the Animal Control Officer. It would be more efficient for the Animal Control Officer to be out in the field responding to field requests or performing canvassing for licenses.

Associated Program Costs:

Temporary Shelter: Most cities that have their own Animal Control Officer, such as Torrance, have their own temporary holding area for animals on City property. This would enable animals to be stored in cages while the owner is located and before a trip to the Carson Shelter is made. At this point, a location has not been identified. Estimates for this component of the program are unknown at this time.

City of Culver City, California
City Council Agenda Item Report

Vehicle: The estimated initial cost for an Animal Control vehicle is \$42,115. This quote was obtained through our Equipment Maintenance Division, and is in-line with Culver City's configuration requirements. It was found through the survey of other cities, that one vehicle was not sufficient. If it were damaged or out of service for a significant amount of time, there would be no back-up vehicle for use. There are a few different approaches the City might want to take if a second vehicle is warranted. These include:

- Purchase a second truck identical to the first truck.
- Research the purchase of a container only which can be towed behind a regular pick-up currently within the fleet (this would only be used when the regular truck is in for repair, etc.)
- Purchase (research) a used container which would suffice our needs. They are available, albeit sparingly at approximately 60% the cost of a new container.

Additionally, standard City policy requires funds be deposited into the Equipment Replacement Fund annually. This annual cost would be part of the budget for the Animal Control Officer program.

Associated Equipment: The new Animal Control Officer would require equipment to do his or her job. The total costs are anticipated to be: \$2,000.

Training: The new Animal Control Officer would be required to undergo specific training. Training programs are offered through the State Humane Association of California. These costs are anticipated to be \$600.

Computer Equipment: The new Animal Control Officer would require computer equipment, potentially a laptop computer. This would cost approximately \$3,000.

Prosecution: Currently, the District Attorney prosecutes any citations issued by the County's Animal Control staff. If the City's Animal Control Officer issues citations for violations of applicable regulations, as described in the Officer's duties hereinabove, such citations may require prosecution by the City Attorney's Office. It is uncertain as to whether the County will agree to handle citations issued by a City Animal Control Officer in addition to those issued by their own officers. Depending on the nature (infraction versus misdemeanor) and number of citations issued, there could be a substantial impact on the resources of the City Attorney's Office, which is difficult to quantify at this time.

**City of Culver City, California
City Council Agenda Item Report**

COSTS

Option One: Continue Shelter and Field Services with LA County.

Description	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Sheltering and Field Services with LA County	\$65,500	\$67,465	\$69,490	\$71,575	\$73,720	\$347,750

The City of Culver City currently has \$65,500 included in the fiscal 2008-09 budget for animal shelter and field services with the County of Los Angeles Department of Animal Control (LADAC). A 3% annual increase has been calculated for estimation purposes.

Option Two: Part-time Animal Control Officer (not including City Attorney, Supervisory or Clerical support) – continues sheltering and field services with LA County. Attachment 1 contains details on the part-time Animal Control Officer costs.

Description	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
<u>Sheltering and Field Services</u> with LA County – On-going	\$65,500	\$67,465	\$69,490	\$71,575	\$73,720	\$347,750
<u>Personnel Costs:</u> Part-time Animal Control Officer (20 hours/wk), Fully Benefited (Beginning at Step B) – On-going	\$ 37,933	\$ 41,184	\$ 44,908	\$ 48,817	\$ 50,671	\$ 223,513
<u>Operating & Maintenance:</u> Includes Fuel, Amortization Charge, Training, Supplies, etc. - On-going	\$ 12,460	\$ 12,722	\$ 12,995	\$ 13,278	\$ 13,573	\$ 65,028
<u>Start-up Expenses:</u> Includes Vehicle, Computer Equipment, Special Equipment –	\$ 47,115	\$ 0	\$ 0	\$ 0	\$ 0	\$ 47,115
TOTAL COSTS	\$163,008	\$121,371	\$127,393	\$133,670	\$137,964	\$ 683,406

Option Three: Full-time Animal Control Officer (not including City Attorney, Supervisory or Clerical support) – continues sheltering and field services with LA County. Attachment 2 contains details on the full-time Animal Control Officer costs.

City of Culver City, California
City Council Agenda Item Report

Description	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
<u>Sheltering and Field Services</u> with LA County – On-going	\$65,500	\$67,465	\$69,490	\$71,575	\$73,720	\$347,750
<u>Personnel Costs:</u> Part-time Animal Control Officer (20 hours/wk), Fully Benefited (Beginning at Step B) – On-going	\$69,615	\$76,117	\$83,565	\$91,384	\$95,092	\$ 415,773
<u>Operating & Maintenance:</u> Includes Fuel, Amortization Charge, Training, Supplies, etc. - On-going	\$ 12,460	\$ 12,722	\$ 12,995	\$ 13,278	\$ 13,573	\$ 65,028
<u>Start-up Expenses:</u> Includes Vehicle, Computer Equipment, Special Equipment –	\$ 47,115	\$ 0	\$ 0	\$ 0	\$ 0	\$ 47,115
TOTAL COSTS	\$ 194,690	\$156,304	\$ 166,050	\$176,237	\$182,385	\$ 875,666

The hourly salary used to calculate the estimated personnel costs for options two and three for an Animal Control Officer is \$20.50 - \$24.996. This is average with other cities surveyed by the Human Resources Department who have in-house Animal Control Officers. Assumptions include annual step increase of 5%, MOU increase of 4%, and average O & M increase of 3%. The salary calculated for the above costs assumes the employee would start at Step B and receive annual Step increases.

It is important to note that the personnel costs above in Options Two and Three are for a full-time or part-time Animal Control Officer position only. These options do not include costs associated with supervision or clerical support. In addition, there may be impacts to service levels to the Police Department and the City Attorney's Office with the addition of an Animal Control Officer.

Most cities surveyed who have an in-house program, have civilian supervisors who report most often to Police Management, when the program is under the Police Department. There is also clerical support, both part-time and full-time. This amount has also not been factored in at this point. There may also be a need for substantial City Attorney resources for prosecution of citations issued.

Financial Policies

City of Culver City, California
City Council Agenda Item Report

The implementation of an in-house Animal Control Officer would be a new program for the City. The City's Financial Policies, revisited and adopted by the City Council in July 2007, include policies that are meant to maintain the City's fiscal stability. A few policies that should be reviewed when considering and discussing this item, and all new programs brought before the City Council, are noted below, and a complete copy of "Council Policy 5002 – Financial Policies" is included with this report as Attachment 3.

LONG-TERM FINANCIAL PLANNING

OPERATING BUDGET POLICIES

Revenues:

1. On-going revenues will fund on-going expenditures and a diversified and stable revenue system will be developed and maintained to protect programs from short-term fluctuations in any single revenue source.

OPERATIONAL MANAGEMENT POLICIES

1. The City shall endeavor to avoid committing to new spending for operating or capital improvement purposes until an analysis of all current and future cost implications relating to those programs and projects is completed.

FINANCIAL MANAGEMENT POLICIES

2. All requests for City Council action shall include an analysis of the immediate and future fiscal impact of such action. No appropriation for new or expanded programs or staffing levels shall be approved without identifying the amount and source of available funds.

REVENUE OPTIONS

Currently, the City projects approximately \$40,000 in license revenues for FY 2007-08. License revenues could double with additional pet licenses. The City Council may consider several additional funding options as a basis for its decision to add an Animal Control Officer.

1. Wait and review the City's financial situation relative to the economy at mid-year.
2. Wait to see if there are additional revenues as a result of the increase of Citywide fees and charges.
3. Recommend placing a future ballot measure for additional tax revenue for an Animal Control Officer.
4. Reinstitute mandatory cat licensing to potentially achieve additional revenues.

City of Culver City, California
City Council Agenda Item Report

5. Allocate \$20,000 in funding previously identified for canvassing in FY 2007-08 for the Animal Control Officer position in FY 2008-09.

FISCAL ANALYSIS:

Currently the City has budgeted \$65,500 in FY 2008-09 for Los Angeles County Animal Care and Control sheltering and field services.

The total estimated initial cost for a full-time Animal Control Officer would be \$129,190, which includes both ongoing and one-time costs. The total estimated initial cost for a part-time Animal Control Officer would be \$97,508, which includes both ongoing and one-time costs. Creating this program would result in a decrease in service levels both for the Police Department and City Attorney's Office. There is no plan at this time to hire additional supervisory or clerical staffing; therefore existing staffing levels would support the program.

Dependent upon recommendations from the City Council regarding revenue options, staff can bring back in depth revenue alternatives for further consideration.

ATTACHMENTS:

1. Part-time Animal Control Officer Costs Summary
2. Full-time Animal Control Officer Costs Summary
3. Council Policy Statement 5002 – Financial Policies

MOTION:

That the City Council:

A. PROGRAM OPTIONS

1. Allocate \$129,190 in funding in FY 2008-09 for a full-time Animal Control Officer and direct staff to take the necessary steps for creating such position (i.e. creation of class specification, etc.); or
2. Allocate \$97,508 in funding in FY 2008-09 for a part-time Animal Control Officer and direct staff to take the necessary steps for creating such position (i.e. creation of class specification, etc.); and/or

City of Culver City, California
City Council Agenda Item Report

3. Designate an amount not to exceed \$120,000 from the City Council Discretionary Fund for FY 2008-09 to fund a full-time or part-time Animal Control Officer; and/or
4. Transfer \$20,000 in funding previously identified and approved by City Council for canvassing in FY 2007-08 for the Animal Control Officer position in FY 2008-09 and stop the County of Los Angeles from conducting canvassing for FY 2007-08; and/or
5. Allocate \$ _____ from the General Fund Reserve for the Animal Control Officer and appropriate the funding in the City's proposed FY 2008-09 Budget.

B. PILOT PROGRAM OPTIONS

1. Direct staff to conduct a 12-month Pilot program for a full-time Animal Control Officer; or
2. Direct staff to conduct a 24-month Pilot program for a full-time Animal Control Officer; or
3. Direct staff to conduct a 12-month Pilot program for a part-time Animal Control Officer; or
4. Direct staff to conduct a 24-month Pilot program for a part-time Animal Control Officer; or
5. Direct staff not to initiate a Pilot program.

C. REVENUE OPTIONS

1. Direct staff to identify additional revenues based on increased Citywide fees and charges to fund the Animal Control Officer; and/or
2. Direct staff to bring back information regarding a future ballot measure for additional tax revenue for an Animal Control Officer; and/or
3. Reinstitute mandatory cat licensing to potentially achieve additional license revenues; and/or
4. Direct staff to research additional fees associated with animal care and control services and enforcement.

D. OTHER

1. Maintain current service levels without the addition of an Animal Control Officer; and/or
2. Direct staff as deemed appropriate.