



**Health & Human Services
Agency
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: May 7, 2019 REVISED

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
CONTACT PERSON: Patrick Hamblin PHONE: 636-4050		

SUBJECT: Approve the request to add an Animal Services Manager

REQUEST(S):
That the Board of Supervisors:
Approve the Personnel Resolution to add one (1) FTE Animal Services Manager allocation, effective May 12, 2019.

SUMMARY:
The Tulare County Animal Services first opened its doors to the public in 2001. In March 2016, the animal shelter completed an extensive renovation. The remodeling of the Animal Services shelter was reflective of a larger organizational shift within the Animal Services Division. In July 2015, Tulare County Board of Supervisors ratified the revision to the Tulare County animal control ordinances, reflecting a far greater emphasis on community engagement and organizational transparency. In April 2019, Animal Services presented to the Board the second phase of their proposed ordinance revisions.

In 2018, the existing Animal Services Manager position was reclassified to a Division Manager of Animal Services. With recent changes at the Health & Human Services Agency (HHSA), the Division Manager position has taken on a broader scope of duties beyond Animal Services, but maintains oversight of the Animal Services Division. However, an Animal Services Manager position is necessary to manage the daily animal shelter and control operations. This will allow Animal Services to continue its progressive approach to developing policies, improving practices, and providing essential services in an efficient and timely manner. The department is requesting the addition of one (1) Animal Services Manager allocation at an annual cost of \$109,226, including salary and benefits to directly oversee and

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manage Animal Services. The Animal Services Manager position is responsible for planning, organizing, and administering the operations of the Animal Services programs including enforcing laws and regulations, supervising and overseeing the operation of the animal shelter, administering the licensing and regulation program, along with oversight of public health and outreach programs.

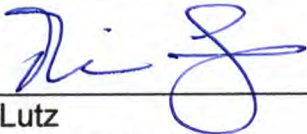
FISCAL IMPACT/FINANCING:

The addition of one (1) FTE Animal Services Manager allocation will be funded through the approved Animal Services budget in unit 6053. It is anticipated that savings generated by redirecting the Animal Services Division Manager to broader responsibilities in HHSA will fund the Animal Services Manager allocation during the current and future fiscal years. The annual salary and benefit cost for this position is \$109,226, with \$12,603 projected for the current fiscal year, and the full amount anticipated for future fiscal years. There are sufficient salary savings in the current year to cover the cost of adding the requested allocation. In future fiscal years, the position will be funded through the budgeted amount previously allocated for the Animal Services Division Manager, as that position will be primarily charging to other units. There is no additional net County cost to the General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year plan includes the Organizational Performance initiative to continuously improve organizational effectiveness. The plan also includes a Safety and Security initiative to provide for the safety and security of the public. Approving this request will assist the program in continuing to meet the needs of our community with respect to animal care and safety.

ADMINISTRATIVE SIGN-OFF:



Tim Lutz
Agency Director

cc: County Administrative Office

Attachment(s) Personnel Resolution

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF APPROVE THE
REQUEST TO ADD AN ANIMAL
SERVICES MANAGER**

) Resolution No. _____
) Agreement No. _____
)
)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

Approved the Personnel Resolution to add one (1) FTE Animal Services
Manager allocation, effective May 12, 2019.

