



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Public Health  
**Department No.:**  
**For Agenda Of:** 1/06/15 Set Hearing  
1/20/15 First Reading  
2/03/15 Second Reading  
**Placement:** Admin 1/06/15  
Departmental 1/20/15  
Admin, 2/03/15  
**Estimated Tme:** 15 minutes 1/20/15  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

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**TO:** Board of Supervisors  
**FROM:** Department Takashi M. Wada, MD, MPH, Director and Health Officer,  
Director(s) Public Health Department, 681-5102  
Contact Info: Jan E. Glick, MS  
Animal Services Director, 681-5284  
**SUBJECT:** Animal Services Ordinance to Amend Fee Schedule

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors consider the following recommendations:

Set a hearing on the Departmental Agenda of January 20, 2015 to consider an Ordinance Amending the Animal Services Fee Schedule as follows:

- a) Receive and file a presentation regarding Animal Services Consumer Fees.
- b) Approve the introduction (First Reading) of an Ordinance amending the Animal Services Fee Schedule.
- c) Read the title of the Ordinance into the record and waive full reading of the Ordinance; and
- d) Continue the Animal Services Fee Ordinance on the Administrative Agenda for February 3, 2015 to consider recommendations, as follows:
  - i) Approve the adoption (Second Reading) of an Ordinance amending the Animal Services Fee Schedule.
  - ii) Determine that adoption of the ordinance is exempt from California Environmental Quality Act review pursuant to 14 CCR 15273 and Public Resources Code §21080, subdivision (b)(8)(A) and

(B), in that the fees will be used for operating expenses and for the purchase of supplies, equipment, and materials.

**Summary Text:** The Public Health Department is requesting two hearings to consider the introduction and adoption of amendments to consumer fees charged for services provided by Animal Services pursuant to Santa Barbara County Ordinance Section 7-2. The fees were last updated March 19, 2012, based on a Cost of Living Adjustment (COLA) to the existing cost based ordinance. In the two plus years since the last COLA adjustment, the cost to provide these services has increased due to changes in operating costs including salaries, retirement, workers compensation, and utilities. The recommended ordinance will bring revenues closer in line with the increased cost of providing services.

**Background:** The recommended fees were calculated using a 10% increase (rounded to whole dollars). Of the 10% change, approximately 5% is COLA and the remainder represents the addition of two new positions approved in the FY 2014-2015 adopted budget: An Animal Shelter Attendant based in Santa Barbara and a Community Outreach Coordinator focusing on volunteer liaison responsibilities. The Community Outreach Coordinator will begin working in Santa Barbara but may have countywide responsibilities. These two new positions provide support solely to Animal Services; the full costs of these positions are included in the costs of Animal Services.

The recommendation continues the past practice of setting adoption, licensing and spay and neuter fees at below cost in order to remain with industry and county averages and to place, license and alter as many animals as possible. Consumer fees are estimated to recover approximately 30% (\$1,292,200) of the total Animal Services costs of \$4,275,700, using FY 2014-2015 budgeted data. The remaining 70% (\$2,983,500) of costs are funded by a combination of city contracts 37% (\$1,597,500), other funding sources 7% (\$286,600), and General Fund Contribution for the unincorporated area and mandates 26% (\$1,099,400). To further delineate, the \$4,275,700 represents salaries and benefits of 74% (\$3,160,700), services and supplies 13% (\$576,980), other services of 10% (\$420,090), and insurances 3% (\$117,930).

**Current Request:**

The Ordinance before your Board represents a Cost of Living Adjustment and the additional cost of two new positions to the existing fee schedule approved in the FY 2014-2015 adopted budget. There are approximately 143 consumer fees for services such as: impounds, boarding, adoption, euthanasia, and licensing pursuant to Government Code Sections 25802 and 38792, Food & Agricultural Code Sections 30804, 30804.5, 30804.7, 31251, 31253 and 31401, and Health & Safety Code Section 121690.

In early December, 2014, letters will be sent to the partnering contract service cities prior to the board hearing date to notify them of the plan for Animal Services to go to the Board of Supervisors recommending a consumer fee adjustment and requesting their support. Each letter will explain how the proposed fee increases offset ongoing contract fees for animal control services. It is in the best interest of the County and our partnering cities to update consumer fees with cost of living adjustments because this may reduce the overall (net) costs of providing the program. Responses from cities will be conveyed to the Board during the hearing.

The County enjoys the benefit of volunteers and non-profit organizations which have come together in support of the three community animal shelters. County Animal Services staff meet regularly with the various stakeholders and the need for proposed fee increases have been reviewed with our internal partnering organizations.

**Existing Fees**

The individual impact in each category is relatively minor. Approximately 88% of the existing fees are increasing by no more than \$10.00, staying the same, or decreasing.

Count of Fees	Impact
2	Decrease
11	No change
75	Increase between \$1.00 - \$5.00
27	Increase between \$6.00 - \$10.00
13	Increase between \$11.00 - \$19.00
2	Increase between \$20.00 - \$29.00

**New Procedures and Medication Fees**

Animal Services provides services to the public at the Santa Maria Animal Center to promote responsible pet ownership and to provide spay and neutering services for lower income individuals at a reduced cost. During clinic visits, certain animals are identified as needing other minor procedures or surgical treatment. There are four new proposed categories for these procedures. Additionally some animals need medications or antibiotics after surgery. There are four new medication categories. The fee schedule includes these 8 new fees as shown in the chart below.

Fee Category	Fee
<b>Other Procedures:</b>	
Wound Care	\$23.00
Hernia Repair Female Dog or Cat	\$16.00
Hernia Repair Male Dog or Cat	\$29.00
Cryptorchid Dog or Cat	\$29.00
<b>Other Medications:</b>	
Pain Medication Dog or Cat	\$12.00
Antibiotic Dog or Cat	\$29.00
Eye Medication Dog or Cat	\$19.00
Ear Medication Dog or Cat	\$19.00

**Additional New Fees**

Practices and mandates have changed in the past few years creating the need for five new fee categories that might not be used often: 1) Transferring a dog or cat license; 2) An Elizabethan Collar (the ‘cone’ that is placed on an animal after surgery); 3) T-shirts for volunteers (volunteers are given one T-Shirt and additional shirts will be available at cost); 4) A Not Sufficient Funds (NSF) fee; and 5) A ‘fee’ that

allows for the reimbursement of the costs of complying with the Public Records Act requests for information as permitted by statute.<sup>1</sup>

**State Determined Fees**

The State of California determines the fee for certain categories that are charged by municipal animal shelters pursuant to Food & Agricultural Code 30804.5 and pursuant to Health & Safety Code 121690 (f) for rabies vaccinations. These fees currently are:

Fee Category	Fee
Unaltered impound penalty, 1 <sup>st</sup> offense	\$ 35.00
Unaltered impound penalty, 2 <sup>nd</sup> offense	\$ 50.00
Unaltered impound penalty, 3 <sup>rd</sup> offense	\$100.00
Rabies vaccinations	\$ 6.00

**Fiscal and Facilities Impacts:**

Budgeted: No. The proposed amendment to the fees is not included in the FY 2014-15 budget. The adopted budget included fees at current levels. There are no projected staffing or facility impacts.

**Fiscal Analysis:** Narrative: Adopting the Animal Services fee ordinance will amend the current fees to reflect more accurately the cost of providing services. The fee schedule has not been updated since March, 2012.

The annual amount of increased revenue is estimated at \$118,200. The requested fee adjustments would become effective March 6, 2015. The four months of increased revenue for the remainder of FY 2014-15 is estimated at \$39,400. The unanticipated revenue estimate of \$39,400 could partially offset other one-time funding sources per budget policy #2, thus no budget revision will be submitted at this time. Attachment B provides revenue estimate detail.

Impact	Count Of Existing Fees	Count Of New Fees	Total Fees	Annual Amount Of Increase
Decrease	2	0	2	\$ (1,400.00)
No Change	11	0	11	\$ -
Variable (Records Act)	0	1	1	\$ -
Increase between \$1-\$5	75	1	76	\$ 66,900.00
Increase between \$6-\$10	27	1	28	\$ 44,700.00
Increase between \$11-\$19	13	5	18	\$ 7,900.00
Increase between \$20-\$29	2	4	6	\$ 100.00
Increase between \$30-\$44	0	1	1	\$ -
<b>Total</b>	<b>130</b>	<b>13</b>	<b>143</b>	<b>\$ 118,200.00</b>

<sup>1</sup> County of Santa Barbara Administrative Manual item #121-110, Public Records Act Procedure June 1, 2014; SB90 claiming instructions; California Government Code 6253 and 6253.9(b)

A comparison of other agencies' fees in four similar categories was performed. Santa Barbara County Animal Services' recommended fees are in line with the other agencies. Attachment C provides comparison detail.

**Staffing Impacts:**

**Legal Positions:**

**FTEs:**

**Special Instructions:**

1. Request the Planning and Development Department to post the Notices of Exemption (Attachment E) for the ordinance in the County Planning and Development Department at least six (6) days prior to consideration of the activity by the Board of Supervisors to comply with the County CEQA guidelines.
2. Request the Clerk of the Board to publish in a newspaper, within 15 days of passage of the ordinance, the ordinance along with names of members voting for and against the ordinance, in accordance with Government Code section 25124(a).
3. Please provide one adopted ordinance and a copy of the minute order. When ready for pick-up, please contact [PHDCU@sbcphd.org](mailto:PHDCU@sbcphd.org).

**Attachments:**

1. Proposed Ordinance Amending Fees for Animal Services (Attachment A)
2. Consumer Fee Revenue Estimates (Attachment B)
3. Comparison Counties (Attachment C)
4. PowerPoint Presentation on Animal Services Fee Recommendations (Attachment D)
5. Notice of CEQA Exemption (Attachment E)
6. Public Notice (Attachment F)

**Authored by:**

Jan E. Glick, MS, Animal Services Director

Brad Hendricks, Accountant III