



# CITY OF CITRUS HEIGHTS

## CITY COUNCIL STAFF REPORT MEMORANDUM

**DATE:** September 27, 2018

**TO:** Mayor and City Council Members  
Christopher W. Boyd, City Manager

**FROM:** Ronald A. Lawrence, Chief of Police  
Dave Gutierrez, Lieutenant

**SUBJECT:** **Conversion of Current .75 PTE Animal Services Officer Position to a FTE Animal Services Officer Position**

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### **Summary and Recommendation**

The current Animal Services Unit is authorized for two Full Time Equivalent (FTE) and one .75 Part Time Equivalent (PTE) position. Staff has conducted an analysis of our current on-call and callback expenditures including when expenditures predominantly occur. As a result of the analysis, staff has developed a new Animal Services deployment model, which includes seven day per week coverage with swing shift hours on weekdays. The new deployment model includes the proposed conversion of our current .75 PTE position to a FTE. The new deployment model will also eliminate the need for Animal Services Officers to be on-call.

Staff recommends the City Council adopt Resolution No. 2018-\_\_\_ A Resolution of the City Council of the City of Citrus Heights, California, authorizing the conversion of the current .75 PTE Animal Services Officer position to a FTE Animal Service Officer Position effective January 1, 2019.

### **Fiscal Impact**

There will be no additional impact on the city's general fund as a result of this action.

The cost of the conversion of the current .75 PTE to a FTE is estimated to be \$20,826.25 per fiscal year.

There is currently \$47,000 allocated in the FY 2018/19 budget for Animal Services overtime salaries and standby pay (on-call pay). The vast majority of the overtime expenditures were attributed to Animal Services Officers responding to calls while off-duty and on-call.

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By eliminating the need for Animal Services Officer to be on-call and by deploying them during times when they are needed the most, the conversion cost will be covered by the existing FY 2018/19 approved budget for overtime salaries and standby pay.

The new contract with Placer County Animal Services also provides the city access to their 24-hour on-call services. Staff will be able to utilize Placer County Animal Services on-call officers for exigent circumstances. The on-call services include an officer and all necessary equipment at a rate of \$141.00 per hour.

FY 2018/19	Overtime Salaries and Standby Budget Allocation	Amount
	Overtime Salaries and Standby Pay	47,000
	Expenditures year to date	(5,980)
	Projected standby pay and non on-call overtime for remainder of FY	(12,000)
	Conversion of .75 PTE to FTE effective January 1, 2019	(10,413)
	Projected exigent circumstance Placer County on-call services	(4,000)
Remaining Balance		\$14,607

FY 2019/20 Projections	Overtime Salaries and Standby Budget Allocation	Amount
	Standby Pay	0
	Overtime	(10,000)
	Conversion of .75 PTE to FTE	(20,826)
	Projected exigent circumstance Placer County on-call services	(8,000)
Total		(\$38,826)

### **Background and Analysis**

With a desire to improve service delivery to the community, ensure fiscal responsibility, and to improve the quality of life for our Animal Services Officers, staff conducted an analysis of how often, and at what times Animal Services Officers were responding to Animal Services related calls while off-duty and on-call. The analysis revealed the majority of the calls were between 5:00 PM and 10:00 PM.

The analysis also included Animal Services Officers' input. Animal Services management learned Animal Services Officers' did not prefer to work on-call. In fact, staff also learned the current .75 PTE employee would prefer to work a full-time schedule if they did not have to work on-call.

Animal Services is currently in the process of hiring a third Animal Services Officer. This position is already an approved FTE position. The combination of the addition of the third Animal Services Officer and the conversion of the .75 PTE to a FTE will facilitate seven day a week coverage including swing shift hours on weekdays.

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There is currently \$47,000 allocated in the FY 2018/19 budget for Animal Services overtime salaries and standby pay (on-call pay). The vast majority of the overtime expenditures were attributed to Animal Services Officers responding to calls while off-duty and on-call.

For FY 2017/18 the city paid \$35,654 in overtime salaries and standby pay.

For FY 2018/19, year to date, the city has paid \$5,980 in overtime salaries and standby pay.

Staff estimated the cost of the conversion will cost \$20,826.25 per fiscal year.

Although there will still be a need for Animal Services overtime salaries, the need will be far less than the current need, mainly because Animal Services Officers will no longer be placed on-call and subject to respond in to work while off-duty.

If there is an after hour exigent circumstance, the city would have access to Placer County's 24-hour on-call services to mitigate the need.

Staff is confident the conversion of the .75 PTE to FTE will enable us to enhance our already exceptional Animal Services customer service to the community.

### **Attachments**

(1) A resolution of the City Council of the City of Citrus Heights, California, authorizing the conversion of the current .75 PTE Animal Services Officer to a FTE Animal Services Officer