

January 29, 2018  
Admin.  
Item # 1

COUNTY OF AMADOR		Number
POLICIES & PROCEDURES MANUAL		4-400
SECTION: RISK MANAGEMENT	INSURANCE REQUIREMENTS FOR CONTRACTS AND AGREEMENTS	
ISSUE DATE: SEPTEMBER 17, 1996 <del>REVISED: January ??, 2018</del> <del>September 26, 2017</del>		
PAGE NO: 1 OF 2		

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### PURPOSE

To provide guidance to County departments that utilize contracts and agreements for service on the insurance requirements that must be in place prior to the contract taking effect.

### SCOPE

This policy is applicable to all contracts and agreements for service unless modified or waived by a 3/5 vote of the Board of Supervisors.

### POLICY

It is the policy of the Board of Supervisors that, prior to a contract or agreement for service taking effect, the ~~contractor~~ Contractor or Service Provider must have on file with the County Office of Risk Management, ~~500 Argonaut Lane~~ 810 Court Street, Jackson, CA 95642-9534 a Certificate of Insurance as proof of insurance coverage. The Certificate of Insurance shall name the County of Amador as an Additional Insured under the policy as respects the contract or agreement of services when applicable. The Certificate of Insurance and amendatory endorsements must be on file prior to the contractor beginning work under the contract.

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It is the responsibility of the Project Contract Administrator to provide the insurance documents and the appropriate contract simultaneously to Risk Management for verification of insurance compliance approval prior to the commencement of work. -If Risk Management is unavailable, approval must be obtained by the CAO County Counsel. It is also the responsibility of the Contract Administrator to ensure insurance documents are current and to provide current copies to Risk for approval and retention.

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### PROCEDURE

The determination of what is "high risk" and "low risk" will be made by the County Risk Manager. If you have a question on specific requirements, contact the Office of Risk Management.

High Risk Contracts: Contracts considered a high risk, such as architects, engineers, general contractors, ~~mental health counselors~~, etc. will require a Comprehensive General Liability policy of insurance with not less than \$1,000,000.00 Combined Single Limit coverage.

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~~Low Risk Contracts: Contracts considered a low risk require a Comprehensive General Liability policy of insurance with not less than \$500,000.00 Combined Single Limit coverage.~~

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~~The following are examples of the types of insurance that may be required and classification of contractors contractors or that would need that type of coverage. This list is not intended to be all-inclusive.~~

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Low Risk Contracts: Contracts considered a low risk require a Comprehensive General Liability policy of insurance with not less than \$500,000.00 Combined Single Limit coverage.

The following are examples of the types of insurance that may be required and classification of contractors or Service Providers that would need that type of coverage. This list is not intended to be all-inclusive.

The exact type of insurance required is defined by the type of business and potential exposure.

Comprehensive General Liability, including Products/Completed Operations/Personal Injury/Automobile Liability including owned autos, non-owned autos, hired autos.

Required for all ~~general~~-~~e~~Contractors and ~~s~~Service ~~p~~Providers

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- Workers' Compensation and Employers' Liability

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Required for all ~~contractors~~-~~e~~Contractor and ~~Service Providers~~ that have any employees as defined in the Labor Code. Professional Liability (Includes Errors and Omissions)

Architects, engineers, mental health counselors, and drug/alcohol counselors.

Medical Malpractice

Required for psychiatrists, physicians, physicians assistants, nurses, and nurse practitioners.

RESPONSIBLE DEPARTMENTS

ADMINISTRATIVE DIVISION - Risk Management

REFERENCES

BOS POLICY RESOLUTION NO. 96-394  
DO WE NEED TO DO IT AGAIN BY RESOLUTION???????

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# GENERAL SERVICES ADMINISTRATION

MAIL: 12200-B Airport Road, Jackson, CA 95642

LOCATION: 12200-B Airport Road, Martell, CA

PHONE: (209) 223-6744 FAX: (209) 223-0749 E-MAIL: [jhopkins@amadorgov.org](mailto:jhopkins@amadorgov.org)



## SUMMARY MEMORANDUM

**TO:** Amador County Administrative Committee

**FROM:** Jon Hopkins, GSA Director *JHP*

**DATE:** January 18, 2018

**SUBJECT:** Hand & Power Tools & Equipment Policy

**Background:** A hand tool (such as a hammer or wrench) is a tool that does not use fuel, battery or electricity and power tools are any tool powered by fuel, batteries or electricity. Equipment is any equipment used for the maintenance or construction activities by the Facilities or Public Works Department of the County.

For 35 years hand and power tools and equipment have been provided by staff and the County at varying levels without any formal policies for inventory, storage or replacement of stolen, damaged, lost or worn out tools and equipment. In practice, personal and County tools and equipment have been replaced when the General Services Director or Public Works Director has identified the need to do so; but without any formal policies. Below is a draft policy for consideration. In addition, the question of whether or not to continue to allow personal tools to be used should be discussed as the County has elected in the past to not fully outfit maintenance and construction workers or mechanics with tools necessary to perform their duties.

**Subject or Key Issue:** Establishing formal policy.

**Analysis:** There are many different procedures and policies in regards to inventory, storage and replacement of hand and power tools and equipment ranging from the employer providing all tools and equipment to; employees being provided a tool allowance to; a mix of personal and employer provided tools and equipment. Therefore, the draft policy took into consideration all past and current circumstances to address a mixture of personal and employer provided tools and equipment which has been past practice.

**Alternatives:** Fully fund and provide Facilities, Motor Pool and Public Works employees with the tools and equipment needed to perform their duties.

**Fiscal or Staffing Impacts:** Unknown

**4/5ths vote:** N/A

**Recommendation(s):** Discussion and feedback relative to the attached draft Hand and Power Tool and Equipment Policy.

c: Chuck Iley, CAO  
file

COUNTY OF AMADOR POLICIES & PROCEDURES		NUMBER 2-213
SECTION:	GENERAL SERVICES ADMINISTRATION	HAND & POWER TOOLS & EQUIPMENT
ISSUE DATE:	January 2018	
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**PURPOSE**

To establish uniform guidelines for inventory control, storage and replacement of stolen, damaged, lost or worn out tools and equipment provided by the County and the employee.

**SCOPE**

This policy is applicable to all employees, without exception.

**DEFINITIONS**

**Hand tools:** Hand tools (such as a hammer, shovel or wrench) are a tool that does not require fuel, batteries or electricity to operate.

**Power tools:** Power tools are any tool powered by fuel, batteries or electricity.

**Equipment:** Any equipment (such as boom truck, scaffolding or hoist) used to perform a specific maintenance or construction function by the Facilities or Public Works Department of the County.

**POLICY**

It is the Policy of the Board of Supervisors that hand and power tools and equipment utilized by employees for County work be inventoried, stored properly and replaced when appropriate.

**RESPONSIBILITY**

The Amador County Board of Supervisors, 810 Court Street, Jackson, CA 95642, has the ultimate authority and responsibility for Facilities or Public Works Department. The Board, by appointment, authorizes the Department Head of Facilities, Motor Pool and/or Public Works to maintain an accurate inventory of tools and equipment, provide proper facilities for secure storage of tools and equipment, and replace stolen, damaged, lost or worn out tools and equipment with the approval of the CAO.

**PROCEDURES**

**Inventory:** All hand and power tools and equipment shall be inventoried listing the make, model, serial number, description, date of purchase and value of each tool or piece of equipment. Inventory shall assign a location of where each item is stored (i.e truck #, shop, etc.) and identify the tool or equipment as either County Owned or Personally Owned. Inspection of tools/equipment shall be done by the Department Head and one other employee to verify the condition, value and identification of the tool/equipment. Inventory shall be maintained by the respective Department

COUNTY OF AMADOR POLICIES & PROCEDURES		NUMBER 2-213
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Head and said inventory list(s) shall be provided to Risk Management for insurance purposes. Inventory shall be updated as needed and provided to Risk Management annually.

**Approval of personal tools or equipment:** The designated Department Head shall determine the need for hand and power tools and equipment required to perform County work. The lending of, or use of personal tools or equipment without approval by the Department Head is strictly prohibited.

**Personal Protective Equipment (PPE):** The County is required by CalOSHA to provide PPE's at no cost to the employee (i.e. safety glasses, gloves, clothing, helmets, etc.). Any employee who chooses to use their own personal PPE's not provided by the County shall do so at their expense, unless approved otherwise by the Department Head.

**Fixed Assets:** Department Heads responsible for tools and equipment defined in this policy shall adhere to the County's Fixed Assets Policy 3-600 and provide an inventory list of tools and equipment costing \$1,000.00 or more to the Auditor-Controller's Office annually.

**Security:** Each employee responsible for tools and equipment shall ensure these items are secure at times when not in use. This includes employee work areas, tool bins, truck boxes, office areas, etc. All maintenance, construction and mechanic kits, toolboxes, and tools and equipment shall be stored in a secured location at the Facilities, Vehicle Maintenance, or Public Works Facilities.

**Stolen, Damaged, Lost or Worn out Tools and Equipment:** If tools or equipment are suspected of being stolen, the employee responsible for the tool or equipment shall immediately contact the Sheriff's Department and report the missing item(s) and provide a copy of said report to the Department Head. Upon receipt of said report the Department Head shall review the matter with the CAO to determine the best cause of action.

Should tools or equipment be damaged, lost, or worn out, employees shall turn over the tool or equipment to Purchasing for the item to be surplus. All property turned in to Purchasing shall follow the procedures set forth in County's Surplus Property Policy 5-110.

**RESPONSIBLE DEPARTMENTS/AGENCIES**

GENERAL SERVICES ADMINISTRATION  
PUBLIC WORKS  
ADMINISTRATIVE AGENCY – Risk Management  
AUDITOR-CONTROLLER

**REFERENCES**

Item #3

## GENERAL SERVICES ADMINISTRATION

MAIL: 12200-B Airport Road, Jackson, CA 95642

LOCATION: 12200-B Airport Road, Martell, CA

PHONE: (209) 223-6759 FAX: (209) 223-0749 E-MAIL: jhopkins@amadorgov.org



### Memorandum

TO: Administrative Committee

FROM: Jon Hopkins, Director *JHP*

DATE: December 29, 2018

RE: Cities Impacts

Years ago the County used to have contract agreements with the Cities for Animal Control services, however, future attempts have been unsuccessful primarily due to costs and the cities resistance to entering into a formal agreement. Hence the practice of assisting the cities has continued to evolve and grow.

I asked Kelly Reason for a fiscal analysis of those impacts and attached for discussion is that analysis. The following reasons are why this matter needs review.

1. Animal Control is frequently inundated with animals that force the shelter to be closed above and beyond their normal closed days.
2. The number of animals received from cities impacts our budget, hence the General Fund.
3. This is another effort to find solutions to reduce non-County burdens and/or increase revenues.
4. Overwhelming the shelter means an increase in stress and compassion fatigue resulting in an increase loss of qualified staff and/or workmen compensation claims.
5. Service is reduced to the citizens the County serves every time we close.
6. Volunteers are stressed which are a fundamental requirement for the success we have had.
7. The County has already set limits when dog numbers reach 20 and kittens/cats numbers reach 50 in order to manage the shelter appropriately; however, the cities influence these numbers reducing service to County customers.
8. Higher populations increase euthanasia rates. By State law, euthanasia requires two staff.
9. City's influence accelerates deterioration of equipment and facilities.
10. Officers are burdened with additional calls and responses from the cities. Efforts focused on Cities removes service and care for the unincorporated areas the County is responsible for.
11. Cities are growing more rapidly than the County; hence the percentage of subsidizing Cities will continue to grow.
12. 23.81% of the overall budget is a substantial impact.
13. One Animal Care Tech I cost approximately \$70,000.00 per year fully loaded with benefits and an Officer is approximately \$71,500.00 per year.

**Recommendation:** 1) Cease services to cities and/or, 2) have Cities provide funding to hire one full time Animal Care Technician, one full time Officer and purchase one vehicle.

c: Chuck Iley, CAO  
Kelly Reason, Animal Control Director  
file



# Cost break down for housing and caring for sheltered animals

## Cost broken down hourly

Base yearly budget = **\$737,885**  
 divided by 365 days/yr = **\$2,021/day**  
 divided by 24 Hrs/day = **\$252/HR to operate the shelter**

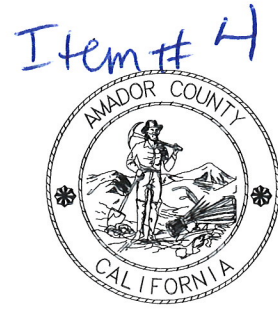
## Cost broken down per animal

In **2016** Amador County Animal Control housed a total of 1573 Animals for a total housing cost of \$469 per animal based on total budget. This was figured by taking the total budget of \$737,885 divided by 1573 equals \$469 per animal, then broken down by the number of animals taken in from residents in each jurisdiction in 2016.

The following is the breakdown of number of animals and total cost of housing those animals per jurisdiction

The license revenue is the amount taken in last year from each jurisdiction resident's for licensing their dogs in Amador County.

	# of animals	Total/Animal	License Revenue 2016
<b>County</b>	1173 x \$469	\$550,137	\$18,102
<b>Amador City</b>	3	\$1407	\$96
<b>Ione</b>	129	\$60,501	\$4,069
<b>Jackson</b>	161	\$75,509	\$4,657
<b>Plymouth</b>	20	\$9,380	\$837
<b>Sutter Creek</b>	87	\$40,803	\$2,241
City Totals	400	\$187,600	\$11,900
Less Revenue		(\$175,700) 23.81% of the Budget	



## GENERAL SERVICES ADMINISTRATION

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LOCATION: 12200-B Airport Road, Martell, CA

PHONE: (209) 223-6759 FAX: (209) 223-0749 E-MAIL: jhopkins@amadorgov.org

### Memorandum

TO: Administrative Committee

FROM: Jon Hopkins, Director *JHP*

DATE: January 24, 2018

RE: American Legion Ambulance

In the past the County and American Legion Amador Post 108 Ambulance Service (ALA) and Mountain-Valley EMS Agency had a three-way party agreement (Ambulance Provider Agreement) that included routine maintenance and repairs to ALA equipment and vehicles; however, that agreement expired in 2013 due to a court decision that essentially removed Counties as a third party in the agreements between EMS agencies and hospitals and ambulance providers. Unknowingly, the Motor Pool staff has continued to provide routine maintenance and repairs to ALA equipment and vehicles; and the service has grown to where we are providing service for up to 18 ALA vehicles with a revenue stream of approximately \$100,000.00 annually.

These services are currently provided without an agreement between ALA and the County. Our Municipal Code under Title 2 Administration Chapter 2.82 provides GSA jurisdiction over county vehicles but provides no authority to provide services to any other agency for maintenance and repairs. Therefore, does the County want to continue to provide routine maintenance and repairs to ALA equipment and vehicles? If so, an agreement should be developed. ALA is very satisfied with the services they are provided, but also recognizes some agreement should be in place.

In addition, these services have an impact on our financial bottom line that affects how we operate. Meaning that while these services to ALA have grown, there is no guarantee ALA must have their vehicles serviced and repaired by Amador County leaving a void should ALA decide to take their business somewhere else. To avoid a significant loss, should ALA ever take their business somewhere else, they have agreed to some provision in an agreement making the County their first choice for service and repairs of their equipment and vehicles. Should the County want to enter into an agreement, it is recommended that staff and ALA develop some terms and conditions that avoid a significant and sudden loss in revenue.

Currently the County maintains 164 vehicles (does not include equipment or heavy equipment) in addition to the 18 ALA vehicles used in both Amador and Calaveras Counties.

**Recommendation:** Determine if the County desires to continue to provide routine maintenance and repairs to ALA equipment and vehicles.


c: Chuck Iley, CAO  
Danielle Whitaker, Fiscal Officer  
file

Item #5



James B. Rooney, Assessor  
810 Court Street  
Jackson, California 95642-2132  
Phone (209) 223-6351 Fax (209) 223-6721

**MEMORANDUM**

**TO :** Administrative Committee, Chuck Iley  
**FROM :** Jim Rooney   
**DATE :** December 11, 2017  
**RE :** Request of funding for Co-Star information

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I am asking to have an additional \$1,044 added to the Office Expense line for the balance of this fiscal year.

Currently, we are using Loop Net, a commercial real estate information service that has very limited information and we would like to upgrade the service to CoStar Comps. This would provide us with substantially more commercial data to assist in our commercial appraisals.

The cost of Loop Net is \$538.80 annually. The cost of CoStar is \$348 per month or \$4176 annually. The difference in cost is \$3637.20 annually and we will want to keep the subscription into the next fiscal year. We have shown surpluses in the subscription section of office expense in the past and are expecting a surplus in this section for the fiscal year.

Currently, we have commercial assessments on Prop 8 that need to be brought up to date. Additionally, we have commercial appraisals that will need to be completed for transfers in the future.

The information from this service will help in the efficiency of commercial appraisals by having to spend less time researching commercial sales. It will also allow appraisers to have more confidence in values they establish. We are expecting the result to be an overall increase in the assessed value of commercial properties that have prop 8 reductions.

These types of appraisal are generally high value and complicated and the chance of appeal or stipulation is higher if we are not able to show resolve and strength in defending fair values.

Thank you for your consideration.

