

Tuesday, February 15, 2022  
9:00 a.m.

**ADMINISTRATIVE COMMITTEE MEETING**  
**(Supervisors Forster and Brown)**

**AGENDA**

*Amador County Administration Center*  
*Conference Room C*  
810 Court Street  
Jackson, California

**AGENDA:** Off-agenda items must be approved by the Committee pursuant to Section 5496.5 of the California Government Code.

**PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only; no action to be taken. Any person(s) may address the Committee upon any subject within the jurisdiction of the Committee; however, any matter that requires action may be referred to staff for a report and recommendation for possible consideration at subsequent Committee meeting(s). Please note - there is a three (3) minute limit per person.

**MISCELLANEOUS MATTERS**

- 1) **Department of Public Health:** Review and Possible Recommendation Relative to Adding One Health Educator I position for disease investigation and outbreak efforts.
- 2) **Building Department:** Review and Possible Recommendation Relative to Adding One Administrative Assistant II position.
- 3) **Animal Control:** Review and Possible Recommendation Relative to a Budget Increase to Allow Animal Control to Provide Medical Care and Neutering of Animals in the Shelter.
- 4) **Animal Control:** Review and Possible Recommendation Relative to a Transfer of Funds from Animal Control Donation Account to the Animal Control Budget to Purchase a New Industrial Washer and Dryer Unit.

# **Amador County Public Health Department**

10877 Conductor Blvd. Suite #400  
Sutter Creek, California 95685  
Voice (209) 223-6407  
Fax (209) 223-1562



## **MEMORANDUM**

**To:** Board of Supervisors

**From:** Connie Vaccarezza

**Date:** February 3, 2022

**Re:** **Public Health Budget Increase**

Public health is requesting a budget increase for \$47,183. In January 2022, Public Health received funding for 5 years for \$105,149 annually between July 1, 2021 and December 31, 2025. This funding is intended to expand and enhance our disease investigation and outbreak efforts. Public Health intends to hire one full time permanent Health Educator 1 with this funding. This position would address projected jurisdictional sexually transmitted disease (STD), HIV, COVID-19, and other infectious disease prevention and response needs over the performance period.

**Staff Recommendation: Approve budget increase as presented.**

# BUDGET TRANSFER REQUEST

DATE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

APPROVED BY ADMINISTRATIVE OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY ADMINISTRATIVE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY BOARD OF SUPERVISORS: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY AUDITOR/CONTROLLER: \_\_\_\_\_ DATE: \_\_\_\_\_

JOURNAL ENTRY NO. \_\_\_\_\_

| BUDGET APPROPRIATIONS |           |             |             | REVENUE APPROPRIATIONS |           |             |             |
|-----------------------|-----------|-------------|-------------|------------------------|-----------|-------------|-------------|
| DEPARTMENT #          | ACCOUNT # | INCREASE \$ | DECREASE \$ | DEPT/FUND #            | REVENUE # | INCREASE \$ | DECREASE \$ |
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**REASON FOR THE REQUEST:**

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**PLEASE NOTE:**

TRANSFERS BETWEEN OBJECTS – SALARIES & BENEFITS TO SERVICES & SUPPLIES - BOARD OF SUPERVISORS APPROVAL

TRANSFERS WITHIN OBJECTS – OFFICE EXPENSE TO TRAVEL – COUNTY ADMINISTRATOR APPROVAL


FIXED ASSETS – BOARD OF SUPERVISORS APPROVAL

TOTAL DOLLARS BUDGET INCREASE – BOARD OF SUPERVISORS APPROVAL



AMADOR COUNTY LAND USE AGENCY  
**BUILDING DEPARTMENT**

COUNTY ADMINISTRATION CENTER • 810 COURT STREET • JACKSON, CA 95642-2132

Date: February 9, 2022  
To: Amador County Board of Supervisors, Administrative Committee  
From: Todd Barr, Chief Building Official   
Re: New Position to Support Administrative Staff – Add Administrative Assistant II

With the implementation of new technology in the Building Department, the type and volume of work conducted on a daily basis has evolved. Therefore, I would like to add a new Administrative Assistant II (Range 1211, Step A \$16.69 - Step E \$20.29) position and not fill the vacant Building Inspector III (Range 2632, Step A \$30.90 - Step E \$37.56) position at this time. I will assign Inspections staff, the Extra-help Building Inspector, and other qualified staff to assist as needed.

The Administrative Assistant II will play an integral part in meeting the departmental goal of creating an almost paperless permitting system with the new technology we have implemented.

The savings from not filling the Building Inspector III classification at this time and the steady stream of Building Permit revenues will help fund this position. There is always some uncertainty in this industry so staff must remain flexible and be capable of performing diverse functions within the department. Reorganizing in this manner at this time will allow the flexibility needed.

## AMADOR COUNTY ANIMAL CONTROL

MAIL: 12200 -B Airport Road, Jackson, CA 95642  
LOCATION: 12340 Airport Road, Martell, CA  
PHONE: (209) 223-6378 FAX: (209) 257-0245



**Date:** February 10, 2022

**To:** Amador County Board of Supervisor's  
Jon Hopkins, GSA Director

**From:** Kelly Reason, Animal Control Director

Handwritten initials "KR" inside a hand-drawn circle.

**Subject:** Requested increase in budget line item 52351 and 523511 for Veterinary services and spay and neuter of animals.

History:

California Food and Agriculture code 30503 requires that all animals adopted from Animal Shelters be spayed/neutered prior to being adopted. California Penal code 597.1(c) (1) also requires that all dogs or cats found sick or injured in a public place, without an owner present, be transported to a veterinarian to determine if the animal should be euthanized immediately or hospitalized under proper care and given emergency treatment. Penal Code 597.1(C)(4) states the costs of any services that are provided pending the owner's inquiry to the responsible agency shall be paid by the jurisdiction in which the animal was found. The amount paid shall constitute a lien on the animal and the animal will not be released to the owner until all fees are paid. If no owner is found, the fees remain the responsibility of the jurisdiction.

The animal control budget has 2 line items that cover these expenses. 52351 covers medical expenses other than spay and neuter and 523511 covers the cost for spays and neuters. For several years the amount budgeted of \$25,000 for each account has remained the same, minor fee increases within the Veterinary businesses that have occurred were able to be absorbed into the budgeted amount. Over the past year the cost of doing business at the local veterinary clinics has increased substantially. The cost of having an animal spayed or neutered has increased on average 25%- 30% while the cost of medical care along with medications have increased anywhere from 10%-30% depending on the procedure. The intake of injured or sick dogs and cats so far this fiscal year have increased by 10% over the same time period in the past 5 years.

These cost increases coupled with the increase in intake of sick/injured animals will result in the budgeted line items listed going over budget for this fiscal year. The amount used for Veterinary costs as of the end of December was at 82% of use and spay/neuter was at

65%. The spring time which is coming up we will see an increase in intake of cats/kittens, this will result in continued fees for spays/neuters and medical care for sick or injured cats/kittens. I am requesting a budget increase for the remainder of this fiscal year. Given the current trend of usage, I am requesting an increase in 523511, spay/neuter, of \$10,000 and an increase in 52351, medical care, of \$25,000 for the remainder of this fiscal year. This will allow me to continue to provide medical care and get animals spayed/neutered as necessary.

**Recommendation:** Approve budget increase in both line items to allow animal control to continue to provide needed medical care and spaying and neutering of animals in the shelter.

BUDGET TRANSFER REQUEST

OR (CHECK ONLY ONE)

BUDGET INCREASE REQUEST

DATE: 02/10/2022

REQUESTED BY: Kelly Reason

DEPARTMENT: Animal Control

**APPROVED BY:**

ADMINISTRATIVE OFFICER: \_\_\_\_\_

Date: \_\_\_\_\_

ADMINISTRATIVE COMMITTEE: \_\_\_\_\_

Date: \_\_\_\_\_

BOARD OF SUPERVISORS: \_\_\_\_\_

Date: \_\_\_\_\_

AUDITOR/CONTROLLER: \_\_\_\_\_

Date: \_\_\_\_\_

Journal No.: \_\_\_\_\_

| BUDGET APPROPRIATIONS |           |             |             | REVENUE APPROPRIATIONS |           |             |             |
|-----------------------|-----------|-------------|-------------|------------------------|-----------|-------------|-------------|
| DEPARTMENT #          | ACCOUNT # | INCREASE \$ | DECREASE \$ | FUND/DEPT #            | REVENUE # | INCREASE \$ | DECREASE \$ |
| 2790                  | 52351     | 20,000.00   |             |                        |           |             |             |
| 2790                  | 523511    | 15,000.00   |             |                        |           |             |             |
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**REASON FOR THE REQUEST:**

used 65% of 523511 and 82% of 52351 by the end of December 2021. This is due to an increase in overall vet care in the community.

Please increase both line items to allow for continued medical care and spaying and neutering of animals in the shelter.

**BUDGET TRANSFER:**

TRANSFERS BETWEEN OBJECTS: SALARIES & BENEFITS TO SERVICES & SUPPLIES - COUNTY ADMINISTRATOR APPROVAL

TRANSFERS WITHIN OBJECTS: OFFICE EXPENSE TO TRAVEL - COUNTY ADMINISTRATOR APPROVAL

FIXED ASSETS: COUNTY ADMINISTRATOR APPROVAL - UNLESS NON BUDGETED FUNDS ARE REQUIRED, THEN BOARD OF SUPERVISORS APPROVAL

**BUDGET INCREASE:**

TOTAL DOLLARS BUDGET INCREASE - BOARD OF SUPERVISORS APPROVAL

**REVENUE APPROPRIATIONS:**

IF REVENUE IS BEING TRANSFERRED FROM A DIFFERENT FUND OR A TRUST FUND, IN ADDITION TO THIS FORM, A JOURNAL IS NEEDED TO EXECUTE THE TRANSFER

## AMADOR COUNTY ANIMAL CONTROL

MAIL: 12200 -B Airport Road, Jackson, CA 95642  
LOCATION: 12340 Airport Road, Martell, CA  
PHONE: (209) 223-6378 FAX: (209) 257-0245



**Date:** February 10, 2022

**To:** Amador County Board of Supervisor's  
Jon Hopkins, GSA Director

**From:** Kelly Reason, Animal Control Director 

**Subject:** Transfer of funds from animal control donation account to FY 2021-2022  
Animal Control budget

Amador County Animal Control has a donation account (30001-101630) that was started in approximately 2002. This account was initially set up to outfit the new shelter with all furniture and supplies needed to run the facility. This donation account still exists and people have continued to donate money to it for various animal shelter needs. These include medical care for animals, building of the barn and equipment to support the care of the animals at the shelter.

Animal Control has two industrial washer/dryer units for the cleaning of animal bedding and towels for both the dogs and cats. The initial units were purchased with this fund when the building was first built in 2005 and occupied in early 2006. One unit was replaced two years ago with donation money that was made to the Amador Community foundation, the cost to replace that unit was approximately \$18,500.00. The second unit is now in need of being replaced. The quote received for the new unit is approximately \$21,000. I am requesting a transfer of \$21,000 from the donation account to the animal control budget 2790 line item 52800 for the purchase of the new industrial washer/dryer unit. The donation account currently has approximately \$130,000 in it. This will allow animal control staff to continue to provide the shelter animals with necessary clean bedding and to have clean towels and wash rags to properly clean the shelter and animal kennels to assist in preventing disease.

**Recommendation:** Transfer the requested funds from the Animal Control donation account to the Animal Control budget for the purchase of the new industrial washer/dryer unit.



**BUDGET TRANSFER REQUEST**

**OR (CHECK ONLY ONE)**

**BUDGET INCREASE REQUEST**

DATE: 02/04/2022

REQUESTED BY: Kelly Reason

DEPARTMENT: Animal Control 2790

**APPROVED BY:**

ADMINISTRATIVE OFFICER: \_\_\_\_\_

Date: \_\_\_\_\_

ADMINISTRATIVE COMMITTEE: \_\_\_\_\_

Date: \_\_\_\_\_

BOARD OF SUPERVISORS: \_\_\_\_\_

Date: \_\_\_\_\_

AUDITOR/CONTROLLER: \_\_\_\_\_

Date: \_\_\_\_\_

Journal No.: \_\_\_\_\_

| BUDGET APPROPRIATIONS |           |             |             | REVENUE APPROPRIATIONS |           |             |             |
|-----------------------|-----------|-------------|-------------|------------------------|-----------|-------------|-------------|
| DEPARTMENT #          | ACCOUNT # | INCREASE \$ | DECREASE \$ | FUND/DEPT #            | REVENUE # | INCREASE \$ | DECREASE \$ |
| 30001                 | 101630    |             | 21,000.00   |                        |           |             |             |
| 2790                  | 52800     | 21,000.00   |             |                        |           |             |             |
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**REASON FOR THE REQUEST:**

Transfer of funds from Animal Control donation account to Special Department expense for the purchase of a new Washer/Dryer unit.

**BUDGET TRANSFER:**

TRANSFERS BETWEEN OBJECTS: SALARIES & BENEFITS TO SERVICES & SUPPLIES - COUNTY ADMINISTRATOR APPROVAL

TRANSFERS WITHIN OBJECTS: OFFICE EXPENSE TO TRAVEL - COUNTY ADMINISTRATOR APPROVAL

FIXED ASSETS: COUNTY ADMINISTRATOR APPROVAL - UNLESS NON BUDGETED FUNDS ARE REQUIRED, THEN BOARD OF SUPERVISORS APPROVAL

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