

Council Meeting
April 6, 2010

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Police – Conversion of the Animal Control Staff Assistant to an Animal Control Officer position and acquisition of one Animal Control truck. Expenditure: Not to exceed \$56,224.

RECOMMENDATION

Recommendation of the Chief of Police that City Council:

1. Approve the conversion of the Animal Control Staff Assistant to an Animal Control Officer position; and
2. Authorize the acquisition of one Animal Control vehicle in an amount not to exceed \$56,224.

FUNDING

Funding is available in the Police Department Operating Budget.

BACKGROUND

In December 2003, the Torrance Police Department established an in-house Animal Control program to provide animal control services for the residents and animals of the City of Torrance. The program initially consisted of one Animal Control Officer (ACO) and one Staff Assistant. In September 2004, the program expanded to include one Animal Control Supervisor in addition to the ACO and Staff Assistant. In 2006, as the demand for animal control services continued to grow, a second ACO was added to the program. Today, staffing remains as it was in 2006; one Animal Control Supervisor, two ACOs, and one Staff Assistant. All of these positions are funded through the City budget process.

ANALYSIS

The Animal Control Staff Assistant is responsible for all administrative aspects of the Animal Control program. This includes animal licensing, data entry of citations, reconciling monthly deposits of Animal Control revenue, handling incoming phone calls, processing animal complaints, preparing for and presiding at meetings and hearings, preparing court cases, servicing pet owners at the public counter, and dispatching calls for service. Each of these tasks can be performed, and many are, by an ACO or the

ACO Supervisor. Conversely, the Staff Assistant cannot respond to the field and perform the duties of an ACO. Converting the Staff Assistant position to an ACO position would enable the ACO to run the office and perform all of the administrative duties currently being performed by the Staff Assistant, as well as be able to respond to the field in an emergency situation or when the need arose. The third ACO would also increase the number of personnel available for after-hours call-outs, thus reducing the need and costs associated with using Los Angeles County Animal Control. The conversion would result in an annual savings of \$4200. The Staff Assistant currently assigned to Animal Control is being reassigned to a staff support position within the Police Department created as a result of the conversion schedule as agreed upon through the recent budget efficiencies.

Currently, the Animal Control Supervisor and two ACOs share two Animal Control trucks. Our experience has shown that when one of the trucks is out for maintenance, involved in a collision, or otherwise out of service, the three field personnel have access to the one remaining vehicle, severely restricting response capabilities. The conversion of the Staff Assistant to an ACO would only worsen this situation during emergencies. Based on similar-type existing vehicles in the fleet, the estimated one-time acquisition cost for a fully outfitted vehicle is approximately \$56,224, and \$1,100 per month for replacement, on-going maintenance, and fuel. Funding for the monthly replacement, ongoing maintenance and fuel is available in the Department's operating budget as a result of the savings realized from the conversion of the Staff Assistant and efficiencies achieved in the Department's range budget.

Respectfully submitted,

JOHN J. NEU
CHIEF OF POLICE

By Lieutenant Jon R. Megeff
Traffic & Special Events Division Commander

CONCUR:

John J. Neu
Chief of Police



LeRoy J. Jackson
City Manager


