



OFFICE OF THE
COUNTY ADMINISTRATOR

August 25, 2014

Matthew H. Hymel
COUNTY ADMINISTRATOR

Members, Marin Managers Association

To All City and Town Managers:

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I wanted to advise that we are exploring the potential of delegating administration of the Animal Services program to the Marin General Services Agency (MGSA). As you know, the Marin Humane Society has provided animal control and shelter services for Marin County's cities, towns and unincorporated areas under a contractual arrangement since 1979. The County has provided administrative services for the program - including budget preparation and cost allocation, ordinance revision, accounts payable/receivable, central collections, injured animal invoicing, etc. - with some reimbursement included in the annual program budget. The current contract affords approximately \$38,000 for this administrative overhead, or about 1.2% of the Human Society contract value.

Since the MGSA already oversees a number of countywide programs or services, we are exploring with MGSA the possibility of delegating the administration of Animal Services to MGSA as an additional program. The total administrative overhead of Animal Services would not change as a result of this arrangement. Of the current \$38,000 budget for administration, we are proposing to split administrative recovery with MGSA for it to take over administration of most functions. Other elements of administration would remain with the County for sake of expedience and economy of scale, for instance central collections. The goal would be to improve administration and transparency of the Animal Services program overall. Barring any concerns, we would anticipate a process as follows:

1. MGSA will notice all members at its next board September 11, 2014 of intent to add the Animal Services program to its list of programs.
2. MGSA and County would then agree on a simple MOU delegating certain administrative roles in exchange for some of the administrative budget currently included in the JPA agreement, with no change in the overall level of administrative reimbursement as a result of this arrangement.
3. Once the MOU is approved by the County, MGSA could adopt it at its January, 2015 meeting.
4. Finally, each member agency or town would be requested to adopt the same resolution affirming the delegation of administration to MGSA.

I wanted to advise you of this proposal and ask that you please relay any concerns to me as soon as possible.

Please let me know if you want to discuss any concerns or questions.

Sincerely,

Matthew H. Hymel
County Administrator