



Date: November 12, 2024

Honorable Mayor and Council Members:

Author and title: Hilary Hobbs, Assistant to the Town Manager

Title: **Resolution removing animal services job classifications from wage matrix**

Jen Callaway, Town Manager

Recommended Action: Adopt Resolution 2024-69 removing animal services job classifications from the Town's adopted wage matrix effective January 5, 2025.

Discussion:

The Town of Truckee and the Humane Society of Truckee-Tahoe (hereafter HSTT) have maintained a successful partnership for two decades, providing support and governance for pets, their owners, and vulnerable wildlife populations in the community. These joint efforts began in 2004 when HSTT was planning to build an animal shelter; at the time, there was also a need to find a more permanent solution for the Town's temporary kennel facility. Rather than build separate shelter spaces, it was decided to build and operate a joint facility.

The shelter space has operated with a 50/50 partnership agreement between the Town and HSTT under a 55-year lease. Recently, HSTT engaged the Town of Truckee to assess and reconsider the existing partnership. HSTT's goal is to increase the capacity for growth and expand programs and to provide free pet food, low-cost/free spay/neuter surgeries, wellness clinics, behavior/training support, veterinary medical grants, and more.

Town Staff and HSTT met several times to discuss and ultimately negotiate a transition to HSTT's proposed new operational model under which HSTT will function as a privately operated non-profit under a municipal contract with the Town. Under the new model, HSTT would oversee all shelter operations, improving processes, employee morale, and collaboration. By contracting shelter operations, HSTT can ensure operational continuity, safe and humane conditions for animals, reliable medical care, increased community outreach and support services, and education on responsible pet ownership and animal welfare.

Following negotiations with HSTT, on October 8, 2024, Town Council authorized the Town Manager to amend the current contract with HSTT to provide for the above-described changes in animal services, with a start date of January 5, 2025. Implementing this change will necessitate the elimination of the Town's current animal services job classifications effective January 5, 2025. The Animal Shelter Manager and Animal Shelter Supervisor positions are currently vacant. Two Animal Caretaker I positions and one Animal Caretaker II position are currently filled and the incumbents' employment with the Town will end effective January 5, 2025. It is staff's understanding that the Humane Society will be recruiting to fill animal caretaker positions to fulfill the organization's new responsibilities.

Staff recommend that Town Council adopt Resolution 2024-69 to remove animal services job classifications from the Town's adopted wage matrix effective January 5, 2025. If adopted by Town Council, the following classifications will be removed from the wage matrix:

- Animal Caretaker I
- Animal Caretaker II
- Animal Shelter Supervisor (vacant)
- Animal Shelter Manager (vacant)

Priority:

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| <input type="checkbox"/> | Enhanced Communication | <input type="checkbox"/> | Climate and Greenhouse Gas Reduction | <input type="checkbox"/> | Housing |
| <input type="checkbox"/> | Infrastructure Investment | <input type="checkbox"/> | Emergency and Wildfire Preparedness | <input checked="" type="checkbox"/> | Core Service |

Fiscal Impact:

Public Communication: HR and management staff have met with Animal Services staff and Truckee General Employees' Membership Association representatives to discuss this transition, separation procedures, and employee benefits.

Attachments:

(1) Resolution 2024-69