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MEMORANDUM

TO: Mayor Teresa Jacobs
and
Board of County Commissioners

FROM: Jeffrey J. Newton, County Attorney *JJN*
Cristina Berrios, Assistant County Attorney *CB*

DATE: August 2, 2018

SUBJECT: **Consent Agenda Item for August 21, 2018**
Proposed New Administrative Regulation, titled "Delegation of Limited Authority to Execute Agreements Relating to Animal Services"

I. EXPLANATION & SUMMARY OF PROPOSED REGULATION:

This regulation was drafted at the request of the Animal Services Division. Every year, the Animal Services Division enters into over 100 agreements with community rescue agencies that assist the division in its efforts to find safe homes for homeless and abandoned pets. This regulation delegates limited authority to the manager of the Animal Services Division to execute these agreements using a form Rescue Agreement approved by the Board of County Commissioners so that these routine agreements can be entered into without being placed on the Board's Agenda.

It is my intent to place the proposed new regulation on the August 21, 2018, Consent Agenda for approval by the Board. Please advise me of any questions, comments, or modifications you may wish to make prior to that meeting.

II. ACTION REQUESTED:


Approval of proposed new Administrative Regulation titled "*Delegation of Limited Authority to Execute Agreements Relating to Animal Services.*"

AMC
Attachment

c: Ajit Lalchandani, County Administrator
Jeffrey J. Newton, County Attorney
Eric Gassman, Chief Accountability Officer

PROPOSED NEW ADMIN. REG.

04/09/18

 <p style="text-align: center;">ORANGE COUNTY ADMINISTRATIVE REGULATIONS</p>	No.: NEW
	Date:
	Approved By:
Title: DELEGATION OF LIMITED AUTHORITY TO EXECUTE AGREEMENTS RELATING TO ANIMAL SERVICES	Page 1 of 2

I. POLICY

- A. The Board of County Commissioners (the "Board") created Orange County Animal Services Division ("Animal Services") to provide for the health, welfare, and well-being of Orange County residents by reducing the number of homeless and abandoned pets ("Rescue Animals") from Orange County's roadways and communities. The health and well-being of Orange County's residents and the animals in the care of Animal Services is of the utmost importance to the Board and the community it serves.
- B. To meet its goal of reducing the number of Rescue Animals from Orange County's roadways and communities, Animal Services shall:
 - 1. Promote and encourage public adoption and fostering of Rescue Animals from the Orange County animal shelter by Orange County residents; and
 - 2. Partner with community animal rescue agencies ("Rescues") that are able to assist Animal Services in its active efforts to find safe homes for the Rescue Animals.
- C. In order to ensure the wellbeing of the Rescue Animals that Animal Services releases to the Rescues, each Rescue shall enter an agreement with Orange County ("Rescue Agreements").
- D. Due to the high volume of Rescue Agreements, which can amount to well over one hundred (100) agreements entered into annually, the Board finds it expedient and efficient to delegate to the Animal Services Division Manager the limited authority to execute Rescue Agreements on the Board's behalf.



ORANGE COUNTY ADMINISTRATIVE REGULATIONS

No.: NEW

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II. PROCEDURES

- A. The Animal Services Division Manager is delegated the limited authority to execute Rescue Agreements.
- B. This grant of execution authority to the Animal Services Division Manager is limited to the form of Rescue Agreement reviewed by the County Attorney's Office and the Risk Management Division and approved by Resolution of the Board.
- C. The signature block of each such Rescue Agreement shall reference the following:
 - 1. This Administrative Regulation; and
 - 2. The date Resolution ## was passed.
- D. Any Rescue Agreement that deviates in substance from the one approved by Resolution ##, must be brought before the Board for approval after review by the County Attorney's Office and the Risk Management Division.

FOR MORE INFORMATION CONTACT: Animal Services Division

REFERENCE: None