



ALPENA COUNTY SHERIFF'S OFFICE

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To: Alpena County Personnel Committee

From: Erik Smith, Sheriff

Ref: Full Time Shelter Manager

Since December 2025, Amanda Rodriguez has stepped up and took on the role of Animal Control Shelter Manager. Amanda has worked through numerous issues, always putting the needs of the animals and Alpena County first. During this time, the Sheriff's Office has continued to answer animal complaints throughout the county. This has shown that the separation of Shelter Manager and Animal Control Enforcement has been a step in the right direction.

To continue moving forward, we feel that having a full-time Shelter Manager would be beneficial. Below is a breakdown of how we could make Amanda full-time, while staying within budget.

2026 Budget

Shelter Techs \$59,365.00 (3 Techs Part-Time \$16.00)

Shelter Manager \$28,922.00 (Amanda Part-Time \$18.00 per hour)

Total Wages = **\$88,287.00**

If going to full time manager

Manager Full-Time (\$18.00 per hour x 2080 = \$37,440 per year)

\$37,440 + 43% Fringe Benefits = \$53,539.20 (Total for Full-Time Manager)

\$88,287.00 - \$53,539.20 = \$34,747.80 (Left Over for Part-Time Techs)

\$34,747.80 divided by \$16.00 per hour = 2,171 Part-Time Hours

2171 PT Hours divided by 52 weeks = 41 Hours a Week for Part-Time Techs

Total Wages = **\$88,287.00**

We are seeking authorization to create a full-time Animal Control Shelter Manager's Position.

Respectfully,

Erik Smith, Sheriff