

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: Tanya S. Harris, CPA 10/23/13

# SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

352



FROM: Department of Animal Services

SUBMITTAL DATE:  
September 30, 2013

SUBJECT: Ratify First Amendment 11-107 between the City of Eastvale and the County of Riverside Department of Animal Services for animal field and shelter services to the City [District - 2] [\$123,068 Contract Revenue]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify First Amendment 11-107 between the City of Eastvale and the County of Riverside Department of Animal Services for animal field and shelter services to the City, for the period of July 1, 2013 through June 30, 2014 to increase the amount of compensation from \$137,844 to \$260,912 for FY13/14; and
2. Approve and direct the Auditor Controller to adjust appropriations and estimated revenue per the attached Schedule A.
3. Direct the Chairperson to execute three (3) original Amendments on behalf of the County.

## BACKGROUND:

### Summary

The City of Eastvale ("City") and the County of Riverside ("County") entered into this Agreement in June 28, 2011.

(Continued on page 2)

RPM:nd

Robert P. Miller  
Robert P. Miller, Director  
Department of Animal Services

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 123,068	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: 100% funded by the City of Eastvale				Budget Adjustment: Yes	
				For Fiscal Year: 13/14	

## C.E.O. RECOMMENDATION:

APPROVE

BY: Debra Cournoyer  
Debra Cournoyer

County Executive Office Signature

## MINUTES OF THE BOARD OF SUPERVISORS

FORM APPROVED COUNTY COUNSEL  
BY: Eric Stopher 10/23/13  
DATE: 10/23/13  
Departmental Concurrence

Positions Added ☐ Change Order ☐  
A-30 ☐ 4/5 Vote ☒

Prev. Agn. Ref.: 6/28/11 3.24

District: 2

Agenda Number:

3-13

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: : Ratify First Amendment 11-107 between the City of Eastvale and the County of Riverside**  
Department of Animal Services for animal field and shelter services to the City  
**DATE:** September 30, 2014  
**PAGE:** Page 2 of 3

**BACKGROUND:**

**Summary (continued)**

The County is providing animal field and shelter services for the City's domestic and wild animals, promoting the humane treatment of animals, and enforcing the City's Ordinances and State laws relating to animal control. County and City have agreed for this 2013/2014 fiscal year .5 of a License Inspector position and .25 of an Office Assistant position will be added for license inspecting and license processing.

Typically one of every three to four homes visited by a license inspector is found to be in violation of State and/or County rabies vaccination, dog licensing, micro-chipping or spay/neuter requirements. Additionally, out of compliance residences have, on average, 1.5 dogs per household. These situations are often corrected in 30 to 60 days and often include the altering of the pet. The long term benefit from subsequent license renewal and the integrated approach is not included in these numbers but represents, a significant revenue stream over time. Finally, DAS has identified a significant increase in the number of altered licenses sold which may result in fewer impounds as the overall fertility rate of the dog population is decreased.

**Impact on Residents and Businesses**

On June 12, 2013 the City of Eastvale Council approved a one year increase to the budget for fiscal year 2013-2014 of \$90,000 for a canvassing program to include .5 License Inspector position, .25 of an Office Assistant position, and \$23,000 in Spay/Neuter Vouchers.

The City of Jurupa Valley and the City of Eastvale are sharing the cost of an Office Assistant and License Inspector position. The City of Jurupa Valley animal field and shelter Agreement is providing .75 of the Office Assistant position and .5 of the License Inspector position.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

The following chart summarizes the fees to be charged by the County for animal services pursuant to this Agreement

Service	FY13/14
.5 FTE (Annual) Animal Control Officer	\$63,513
.25 FTE Office Assistant (.75 City of Jurupa Valley)	\$12,500
.5 FTE License Inspector (.5 City of Jurupa Valley)	\$44,658
Over-time field Services* (Estimated)	\$7,872
Enforcement Sweep	\$9,840
Spay/Neuter Vouchers	\$23,000
Shelter Services**	\$66,102
License Processing Fees (Projected)	\$33,427
<b>Sub-Total</b>	<b>\$260,912</b>
Projected City License Revenue*** (Offset City Cost)	-\$200,000
<b>Total</b>	<b>\$60,912</b>

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: : Ratify First Amendment 11-107 between the City of Eastvale and the County of Riverside**  
Department of Animal Services for animal field and shelter services to the City  
**DATE:** September 30, 2014  
**PAGE:** Page 3 of 3

The scheduled compensation payable to County for all services as set forth in this Agreement is two hundred sixty thousand nine hundred twelve dollars (\$260,912) for the period commencing July 1, 2013 through June 30, 2014. There is an anticipated revenue offset of two hundred thousand (\$200,000) in dog licensing, which will appear as a credit, on the monthly bills.

\*Field Services rate may fluctuate based on actual overtime usage.

\*\*Shelter Services rate based on \$138 multiplied by total number of impounds from the most recent prior fiscal year.

\*\*\*All fees collected for dog licenses shall be accounted for by County and credited back to the City as a monthly credit.

**SCHEDULE A**  
**Budget Adjustment**  
**Fiscal Year 2013/14**

INCREASE IN APPROPRIATIONS:

10000-4200600000-510040	Regular Salaries	\$71,271
10000-4200600000-518100	Budgeted Benefits	30,544
10000-4200600000-527180	Operational Supplies	<u>21,253</u>
	Total Increase in Appropriations	<u><u>\$123,068</u></u>

INCREASE IN ESTIMATED REVENUE:

10000-4200600000-773210	City Billings- Shelter Services	\$27,254
10000-4200600000-773220	City Billings - Field Service	<u>\$95,814</u>
	Total Increase in Revenue	<u><u>\$123,068</u></u>

**FIRST AMENDMENT TO THE AGREEMENT**  
**BETWEEN**  
**COUNTY OF RIVERSIDE**  
**AND**  
**CITY OF EASTVALE**  
(Animal Field and Shelter Services)

Agreement No. 11-107 between the County of Riverside through its Department of Animal Services (COUNTY) and City of EASTVALE (CITY), approved on June 28, 2011, executed by the Board of Supervisors item 3.24, is hereby amended for the first time effective on the later date of execution by both Parties as follows:

1. To amend all references in the Agreement of "Community Health Agency" to "Department of Animal Services".
2. To increase the amount of compensation for Fiscal Year 2013/14 from one hundred thirty seven thousand eight hundred forty-four dollars (\$137,844) to two hundred sixty thousand nine hundred twelve dollars (\$260,912).
3. Delete Exhibit C, "Payment Provisions for Animal Field and Shelter Services" in its entirety and replace with the new Exhibit C, "FY 13/14 Payment Provisions for Animal Field and Shelter Services" attached hereto;
4. All other terms and conditions of this Agreement are to remain unchanged.

**IN WITNESS WHEREOF**, THE Parties hereto have caused their duly authorized representatives to execute this Amendment.

**COUNTY**

**CITY**

By \_\_\_\_\_  
John J. Benoit, Chairman  
Board of Supervisors

By Ike Bootsma  
Ike Bootsma, Mayor

Date \_\_\_\_\_

Date 09/25/13

ATTEST: Kecia Harper-Ihem, Clerk

ATTEST: Ariel M. Hall, Assistant City Clerk

By \_\_\_\_\_

By: Ariel M. Hall

FORM APPROVED COUNTY COUNSEL  
BY: ERIC STOPHER DATE 10/18/13

**EXHIBIT C**  
**FY13/14 PAYMENT PROVISIONS FOR**  
**ANIMAL FIELD AND SHELTER SERVICES**

CITY shall pay to COUNTY on a monthly basis in arrears, with a monthly billing and accounting thereof by COUNTY to CITY those fees as established by County Ordinance 630; relative to the services to be performed under this Agreement as follows:

**1. Animal Field Services:**

**1.1** One half FTE (Annual) Animal Control Officer:  $.5 \times \$127,026/\text{year} = \$63,513^*$   
Halftime 20 hours per week

\*The cost to provide one Animal Control Officer to service an area for a total of 1,040 hours per fiscal year, including a factor for direct and indirect overhead and all operational expenses. This cost does not include overtime.

**1.2** Estimated Overtime Services:  $96 \text{ hours} \times \$82 \text{ per hour} = \$7,872/\text{year}$   
The cost to provide after hours services (evenings, weekends and holidays). To be billed based on actual usage. Estimated total based on past experience.

**1.3** Animal Control Target Area Sweeps:  $4 \times \$2,460/\text{per sweep} = \$9,840/\text{year}$   
The cost to provide 5 Officers for 6 hours to perform target area sweeps. To be billed based on actual usage.

**1.4** Shot Clinic:  $1 \times \$2,783 \text{ per shot clinic} = \$2,783$ . To be billed based on actual usage.

The cost to provide 3 clinic services staff and one veterinarian for 9 hours.

**1.5** One half FTE (Annual) License Inspector position:  $.5 \times \$89,315/\text{year} = \$44,658/\text{year}$ .

**1.6** One fourth FTE (Annual) Office Assistant position:  $.25 \times \$50,000 = \$12,500/\text{year}$

**1.7** Spay and Neuter Vouchers

**2. Animal Shelter Services:**

**2.1** Animal Sheltering Services:  $\$138 \times 479 \text{ prior } 12/13\text{FY impounds} = \$66,102$

**2.2** Large Animal Sheltering of horses and cattle at \$20 per animal per day of sheltering. (additional cost billed on actual use).

**2.3** Large Animal Sheltering of swine, goats and sheep at \$12 per animal per day of sheltering. (additional cost billed on actual use).

**3. Licensing Program:**

**3.2** COUNTY shall issue dog licenses for CITY residents. The CITY will authorize the COUNTY to collect and retain any and all canine license revenue generated by CITY residents during the term of the Agreement. All fees collected for dog licenses shall be accounted for by COUNTY and credited back to the CITY on a Monthly basis,

COUNTY shall retain the sum of \$5.85 for each dog license issued hereunder.

COUNTY shall verify dog license status when responding to requests for service or

when responding to complaints. COUNTY shall also provide an automated or manual verification system whereby owners can verify the status of their Animal's license by telephone.

**4. Outreach Activities:**

**4.1** Daily flat rates education outreach and shot clinics will be billed based on actual outreach days scheduled. Compensation accounts for full staff time to provide service for one day. The maximum time possible will be afforded for actual outreach activity; however actual outreach activity time will be reduced by travel and preparation time the day of the event.

**5. Summary of Compensation for Animal Services:** The following chart summarizes the fees to be charged by the COUNTY for animal services pursuant to this Agreement.

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1 \*\*Shelter Services rate based on \$138 multiplied by total number of impounds from the most  
2 recent prior fiscal year.

3 \*\*\*All fees collected for dog licenses shall be accounted for by COUNTY and credited back to  
4 the CITY on a monthly basis, COUNTY shall retain the sum of \$5.85 for each dog license issued  
5 hereunder.  
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