

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



114

FROM: Department of Animal Services

SUBMITTAL DATE:
August 23, 2013

SUBJECT: Ratify Second Amendment 12-067 between the City of Jurupa Valley and the County of Riverside Department of Animal Services for animal field and shelter services to the City amend Ordinance No. 440 pursuant to Resolution 440-8947 [District 2] [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the Second Amendment 12-067 between the City of Jurupa Valley 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, increasing the amount of compensation from \$630,998, to \$999,274; and
 - 2) Approve and direct the Auditor Controller to adjust appropriations and estimated revenue per the attached Schedule A.
 - 3) Approve amending Ordinance No. 440 pursuant to Resolution 440-8947 submitted herewith. Per the resolution add the following positions per the Attachment B.
- (Continued on page 2)

ALL PROCEDURES APPROVED
LUL LANGULO, CPA, AUDITOR-CONTROLLER
BY: Lisette Rose 9/25/13

[Signature]
Robert P. Miller, Director, Department of Animal Services

RPM:nd

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 68,276	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	13/14

SOURCE OF FUNDS: 100% funded by City	Positions To Be Deleted Per A-30	<input checked="" type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: *[Signature]*
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-8947 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
 Nays: None
 Absent: None
 Date: ~~8/28/13~~ October 8, 2013
 xc: Animal Services, HR, EO, Auditor(2)

Kecia Harper-Ihem
 Clerk of the Board
 By: *[Signature]*
 Deputy

Prev. Agn. Ref.: 10/16/12 3.13, District: 2 Agenda Number:
 8/28/12 3.18

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3-6

FORM APPROVED COUNTY COUNSEL
 BY: *[Signature]* DATE: 9/18/13
 ERIC STOPNIER
 Departmental Controller/Financial Resources Director

Dep't Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

Subject: Ratify the Second Amendment 12-067 between the City of Jurupa Valley and the County of Riverside Department of Animal Services for animal and shelter services to the City amend Ordinance No. 440 pursuant to Resolution 440-8947

4) Direct the Chairperson to execute three (3) original Amendments on behalf of the County.

BACKGROUND:

The City of Jurupa Valley "City" is desirous of renewing the contract with the County of Riverside "County" Department of Animal Services "DAS" to provide 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.

The County houses the City's animals at the Western Riverside County/City Animal Shelter located at 6851 Van Buren Blvd. Jurupa Valley, CA 92509, or at other shelter operated by the County at County's discretion.

FINANCIAL DATA:

With the County Licensing Program "Program", all fees collected for dog licenses shall be accounted for by County and credited back to the City on a monthly basis, up to \$300K annually. County shall retain the sum of \$5.85 for each dog license issued hereunder.

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 impound as the overall fertility rate of the dog population is decreased.

The City of Eastvale and the City of Jurupa Valley are sharing the cost of an Office Assistant and License Inspector position. The City of Eastvale animal field and shelter agreement to come is providing .25 of the Office Assistant position and .5 of the License Inspector position.

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

Service	FY13/14
.75 FTE Office Assistant (.25 City of Eastvale)	\$37,500
1.5 FTE License Inspector (.5 City of Eastvale)	\$133,973
Regular Full-time Field Services	\$254,052
Over-time Field Services* (Estimated)	\$59,040
Enforcement Sweep	\$2,460
Operational and Maintenance Costs	\$26,000
Shelter Services**	\$444,100
License Processing Fees (Projected)	\$42,149
Sub-Total	\$999,274
Projected City License Revenue***	-\$300,000
Total	\$699,274

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The amount of \$68,276 is the variance between the First Amendment compensation total of \$630,998 and this Second Amendment with the scheduled compensation payable to County for all services as set forth is at (\$699,274), for the period commencing July 1, 2013 through June 30, 2014. There is an anticipated revenue offset of (\$300,000) in dog licensing, which will appear as a credit, in 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 on a monthly basis.

Impact on Citizens and Businesses

Funding for the animal field and shelter services is provided by City through the Agreement between County and City of Jurupa Valley.

SCHEDULE A
Budget Adjustment
Fiscal Year 2013/14

INCREASE IN APPROPRIATIONS:

10000-4200600000-510040	Regular Salaries	\$47,793
10000-4200600000-518100	Budgeted Benefits	<u>\$20,483</u>
	Total Increase in Appropriations	<u><u>\$68,276</u></u>

INCREASE IN ESTIMATED REVENUE:

10000-4200600000-773220	City Billings- Field Services	\$43,431
10000-4200600000-773210	City Billings -Animal Shelter Services	<u>\$24,845</u>
	Total Increase in Revenue	<u><u>\$68,276</u></u>

1 RESOLUTION NO. 440-8947

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on October 8, 2013, that pursuant to Section 4(a)(ii) of Ordinance
5 No. 440, the Animal Services Director is authorized to make the following listed change(s), operative on
6 the date of approval, as follows:

7 Job
8 Code +/- Department ID Class Title
9 73505 + 2 4200601500 Animal License Inspector
10 13865 + 1 4200601500 Office Assistant II

11 ROLL CALL:

12 Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
13 Nays: None
14 Absent: None

15 The foregoing is certified to be a true copy of a resolution duly
16 adopted by said Board of Supervisors on the date therein set forth.

17 KECIA HARPER-IHEM, Clerk of said Board

18 By _____
19 Deputy

**SECOND AMENDMENT TO THE AGREEMENT
BETWEEN
COUNTY OF RIVERSIDE
AND
CITY OF JURUPA VALLEY
(Animal Field and Shelter Services)**

Agreement No. 12-067 between the County of Riverside through its Department of Animal Services (COUNTY) and City of Jurupa Valley (CITY), approved on August 28, 2012, executed by the Board of Supervisors item 3.18, amended for the first time October 16, 2012 item 3.13, is hereby amended for the second time effective on the later date of execution by both Parties as follows:

1. To amend all references to the period of performance from July 1, 2012 through June 30, 2013 to July 1, 2013 through June 30, 2014.
2. To increase the amount of compensation for Fiscal Year 2013/14 from six hundred thirty thousand nine hundred ninety-eight dollars (\$630,998) to nine hundred ninety-nine thousand, two hundred seventy- four dollars (\$999,274).
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";
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
John J. Benoit, Chairman
Board of Supervisors

By Verne Lauritzen
Verne Lauritzen, Mayor

Date OCT 08 2013

Date Sept. 5, 2013

ATTEST: Kecia Harper-Ihem, Clerk

By Kecia Harper-Ihem, Deputy

FORM APPROVED COUNTY COUNSEL
BY: ERIC STOPHER 9/18/13
DATE

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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.

Service	FY13/14
.75% FTE Office Assistant	\$37,500
1.5% FTE License Inspector	\$133,973
Regular Full-time Field Services	\$254,052
Over-time Field Services* (Estimated)	\$59,040
Enforcement Sweep	\$2,460
Operational and Maintenance Costs	\$26,000
Shelter Services **	\$444,100
License Processing Fees (Projected)	\$42,149
Sub-Total	\$999,274
Projected CITY License Revenue *** (Off set City Cost)	-
	\$300,000
Total	\$699,274

The scheduled compensation payable to COUNTY for all services as set forth in this agreement is nine hundred ninety-nine thousand two hundred seventy-four dollars (\$999,274) for the period commencing July 1, 2013 through June 30, 2014. There is an anticipated revenue offset of three hundred thousand (\$300,000) in dog licensing, which will appear as a credit, on the monthly bills.

*Field Services Rate may fluctuate based on actual overtime usage.

CITY OF JURUPA VALLEY
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 Two FTE (Annual) Animal Control Officers: $2 \times \$127,026^*/\text{year} = \$254,052$
 Full-time 40 hours per week

*The cost to provide one Animal Control Officer to service an area for a total of 2,080 hours per fiscal year, including a factor for direct and indirect overhead and all operational expenses. This cost does not include overtime. Payable monthly in 1/12th increments of \$21,171/monthly.

1.2 Estimated Overtime Services: $720 \text{ hours} \times \$82 \text{ per hour} = \$59,040/\text{year}$
 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 Enforcement Sweep – Six (6) hour day: $1 \times \$2,460/\text{per sweep} = \$2,460/\text{year}$

1.4 One and one half FTE (Annual) License Inspector position: $1.5 \times \$89,315/\text{year} = \$133,972/\text{year}$.

1.5 Three fourths FTE (Annual) Office Assistant position: $.75 \times \$50,000 = \$37,500/\text{year}$

2. Animal Shelter Services:

2.1 Animal Sheltering Services: $\$138 \times \text{FY13/14 projected total impounds } 3218 = \$444,100/\text{year}$. Payable monthly in 1/12th increments of \$37,008/monthly.

2.2 Large Animal Sheltering of horses and cattle at \$20 per animal per day of sheltering (additional cost billed on actual use). FY13/14 projected large animal impounds $125 \times \$20 = \$2500/\text{year}$.

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

2.4 Operational and Maintenance (O&M) Costs based on established rate for the shelter service at the specified primary shelter location, payable monthly in 1/12th increments of $\$2,166.67 \times 12 = \$26,000/\text{year}$.

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.

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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.

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