

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

407



**FROM:** Department of Animal Services

**SUBMITTAL DATE:**  
June 16, 2015

**SUBJECT:** Ratify the attached three year Agreement 15-009 with City of Coachella for animal field and shelter services to the city and authorize the Chairman of the Board to sign the Agreement  
[District-4, \$949,473-100% Contract Revenue]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify the attached three year Agreement 15-009 with City of Coachella for animal field and shelter services to the city and authorize the Chairman of the Board to sign the Agreement.

**BACKGROUND:**

Summary

The City of Coachella ("City") has requested for the County of Riverside ("County") to continue providing animal field and shelter services to the City. The County houses the City's animals at the Coachella Valley Animal Campus located at 72-050 Pet Land Place, Thousand Palms.

(Continued on page 2)

RM:nd

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	\$ 316,491	\$ 316,491	\$ 949,473	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

<b>SOURCE OF FUNDS:</b> 100% Contract Revenue	<b>Budget Adjustment:</b> No
	<b>For Fiscal Year:</b> 15/16-17/18

**C.E.O. RECOMMENDATION:**

APPROVE

BY:

County Executive Office Signature Jennifer L. Sargent

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None  
Date: July 7, 2015  
xc: Animal Services

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

Prev. Agn. Ref.: | District: 4 | Agenda Number:

3-3

FORM APPROVED COUNTY COUNSEL  
DATE 6/17/15  
BY: GREGORY P. PRIAMOS  
Departmental Council Finance

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
DATE 6/23/15  
BY: Susana Garcia-Bocanegra

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

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
 Department of Animal Services  
 FORM 11: Ratify the attached three year Agreement 15-009 with City of Coachella for animal field and shelter services to the city and authorize the Chairman of the Board to sign the Agreement  
 [District 4, \$949,473-100% Contract Revenue]  
 DATE: June 16, 2015  
 PAGE: 2 of 2

**BACKGROUND**

**Impact on Citizens and Businesses**

This Agreement is for safeguarding the health and safety of the population of the City of Coachella and its domestic animals while promoting the humane treatment of animals.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

There is no additional impact on the general fund, the funding is provided from the City of Coachella for services rendered. The amount for services will be included in the 2015/2016 department budget contract revenue pending board approval. The following chart summarizes the fees to be charged to the City by the County for animal services pursuant to this Agreement:

Service	FY15/16	FY16/17	FY17/18	Total
Regular Field Services (Fixed)	\$127,026	\$127,026	\$127,026	\$381,078
Over-time Field Services * (Estimated, billed on actuals)	\$21,000	\$21,000	\$21,000	\$63,000
Shelter Services ** (Fixed)	\$152,030	\$152,030	\$152,030	\$456,090
Operation & Maintenance *** (Fixed)	\$13,802	\$13,802	\$13,802	\$41,406
License Processing Fees**** (Estimated, billed on actuals)	\$2,633	\$2,633	\$2,633	\$7,899
<b>Total</b>	<b>\$316,491</b>	<b>\$316,491</b>	<b>\$316,491</b>	<b>\$949,473</b>

\*Rates are subject to change as adopted by the Board of Supervisors.

**ATTACHMENT**

15-009 Agreement with City of Coachella

**COUNTY OF RIVERSIDE**  
 DEPARTMENT OF ANIMAL SERVICES

FOR COUNTY USE ONLY



COUNTY DEPT/DIVISION: Animal Services		CONTRACT NO. 15-009	RFP NO. ----
FUND: 10000	DEPARTMENT ID: 420-060-1200, 420-060-1300	PROJECT-GRANT: HS600014	ACCOUNT: 773220,773210,773230
CLASS/LOCATION: ----		CONTRACT AMOUNT: \$949,473	
PERIOD OF PERFORMANCE: July 1, 2015 through June 30, 2018			
COUNTY CONTACT : Robert Miller (951) 358-7442		CONTRACTOR REPRESENTATIVE: David Garcia (760) 398-3502	
PROGRAM NAME: Animal Field and Shelter Services			

This agreement is made and entered into by and between the County of Riverside, a political subdivision of the State of California, through its Department of Animal Services, hereinafter referred to as COUNTY, and City of Coachella, hereinafter referred to as CITY.

**WITNESSETH:**

**WHEREAS**, the CITY is desirous of contracting with COUNTY to provide a broad range of animal control and shelter services pursuant to this contract for the purpose of safeguarding the health and safety of the population of the City of Coachella, and the health and safety of its domestic animals for the purpose of promoting the humane treatment of animals; and

**WHEREAS**, the CITY wishes to comply with state mandates regarding animal control; and

**WHEREAS**, COUNTY has the personnel and experience to provide such animal field and shelter services and is willing to enter into a contract with CITY for the provision of such services subject to the terms and conditions and for the compensation as hereinafter set forth.

**NOW THEREFORE** in consideration of the mutual promises, covenants and conditions hereinafter contained, the Parties hereto mutually agree as provided on pages 1 through 5, Exhibit A consisting of 4 pages, Exhibit B consisting of 5 pages, and Exhibit C consisting of 2 pages, attached hereto and incorporated herein.

FORM APPROVED COUNTY COUNSEL  
 BY *Kristine Bell Valdez*  
 KRISTINE BELL VALDEZ DATE

JUL 07 2015 3-3

**COUNTY Approvals**

Approved as to form: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by Board of Supervisors

Sign: Marion Ashley  
Marion Ashley, Chairman

Date: JUL 07 2015

ATTEST: Kecia Harper-Ihem, Clerk

By: Kecia Harper-Ihem, Deputy

**CITY Approvals**

Approved as to form: \_\_\_\_\_  
Name: Carlos Campos  
Title: City Attorney  
Date: May 27, 2015

Approved by City Council

Sign: David Garcia  
David Garcia, City Manager

Date: May 27 2015

ATTEST: Beatrice Barajas, City Clerk

By: Beatrice Barajas  
May 27, 2015

1 **1. COUNTY OBLIGATIONS:**

2 COUNTY shall provide all services as outlined and specified in Exhibit A, Scope of  
3 Animal Field Services and Exhibit B, Scope of Animal Shelter Services attached hereto  
4 and by this reference incorporated herein.

4 **2. PERIOD OF PERFORMANCE:**

5 The Animal Field Services as referenced in Exhibit A and the Animal Shelter Services as  
6 referenced in Exhibit B of this Agreement shall be effective on July 1, 2015 through June 30,  
7 2018, unless terminated as specified in Section 7, TERMINATION.

7 **3. COMPENSATION:**

8 In consideration of services provided by COUNTY pursuant to Exhibit A, and Exhibit  
9 B, COUNTY shall be entitled to receive payment as specified in Exhibit C, Payment  
10 Provisions attached hereto and incorporated herein by this reference.

10 **4. AVAILABILITY OF FUNDING:**

11 It is mutually agreed and understood that the obligation of the CITY is limited by and  
12 contingent upon the availability of CITY funds for the reimbursement of COUNTY's fees.  
13 In the event that such funds are not forthcoming for any reason, CITY shall immediately  
14 notify COUNTY in writing. COUNTY shall be entitled to reimbursement of costs for work  
15 performed, in accordance with EXHIBIT C.

15 **5. HOLD HARMLESS/INDEMNIFICATION:**

16 **5.1** CITY shall indemnify and hold harmless the County of Riverside, its Agencies,  
17 Districts, Special Districts and Departments, their respective directors, officers, Board  
18 of Supervisors, elected and appointed officials, employees, agents and representatives  
19 from any liability, claim, damage or action whatsoever, based or asserted upon any  
20 actions of CITY, its officers, employees, subcontractors, agents or representatives  
21 arising out of or in any way relating to this Agreement, including but not limited to  
22 property damage, bodily injury, or death or any other element of any kind or nature  
23 whatsoever and resulting from any reason whatsoever arising from the actions by  
24 CITY, its officers, agents, employees, subcontractors, agents or representatives of this  
25 Agreement. CITY shall defend, at its sole expense, all costs and fees including but  
26 not limited to attorney fees, cost of investigation, defense and settlements or awards  
27 of all Agencies, Districts, Special Districts and Departments of the County of  
28 Riverside, their respective directors, officers, Board of Supervisors, elected and  
29 appointed officials, employees, agents and representatives in any such action or claim  
30 or action based upon such alleged acts or omissions.

31 **5.2** With respect to any action or claim subject to indemnification herein by CITY, CITY  
32 shall, at its sole cost, have the right to use counsel of its own choice and shall have the  
33 right to adjust, settle, or compromise any such action or claim without the prior  
34 consent of COUNTY; provided, however, that any such adjustment, settlement  
35 or compromise in no manner whatsoever limits or circumscribes CITY's  
36 indemnification to COUNTY as set forth herein. CITY's obligation to defend,  
37 indemnify and hold harmless COUNTY shall be subject to COUNTY having given  
38 CITY written notice within a reasonable period of time of the claim or of the  
39 commencement of the related action, as the case may be, and information and

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2 reasonable assistance, at CITY's expense, for the defense or settlement thereof.  
3 CITY's obligation hereunder shall be satisfied when CITY has provided to  
4 COUNTY the appropriate form of dismissal relieving COUNTY from any liability for  
5 the action or claim involved.

6 **5.3** The specified insurance limits required in this Agreement shall in no way limit or  
7 circumscribe CITY's obligations to indemnify and hold harmless COUNTY herein  
8 from third party claims.

9 **5.4** COUNTY shall indemnify and hold harmless the CITY, its Agencies, Districts,  
10 Special Districts and Departments, their respective directors, officers, governing  
11 bodies, elected and appointed officials, employees, agents and representatives from  
12 any liability whatsoever, based or asserted upon any negligent or willful misconduct  
13 of COUNTY its officers, employees, subcontractors, agents or representatives arising  
14 out of or in any way relating to this Agreement, including but not limited to property  
15 damage, bodily injury, or death or any other element of any kind or nature whatsoever  
16 arising from the performance by COUNTY, its officers, agents, employees,  
17 subcontractors, agents or representatives of this Agreement. COUNTY shall defend  
18 at its sole expense, all costs and fees including but not limited to attorney fees, cost of  
19 investigation, defense and settlements or awards of all Agencies, Districts, Special  
20 Districts and Departments of the CITY, their respective directors, officers, governing  
21 body, elected and appointed officials, employees, agents and representatives in any  
22 claim or action based upon such negligent or omissions.

23 **5.5** With respect to any action or claim subject to indemnification herein by COUNTY,  
24 COUNTY shall, at its sole cost, have the right to adjust, settle, or compromise any  
25 such action or claim without the prior consent of CITY provided, however, that any  
26 such adjustment, settlement or compromise in no manner whatsoever limits or  
27 circumscribes COUNTY's indemnification to CITY as set forth herein. COUNTY's  
28 obligation to defend, indemnify and hold harmless CITY shall be subject to CITY  
having given COUNTY written notice within a reasonable period of time of the claim  
or of the commencement of the related action, as the case may be, and information  
and reasonable assistance, at COUNTY's expense, for the defense or settlement  
thereof. COUNTY's obligation hereunder shall be satisfied when COUNTY has  
provided to CITY the appropriate form of dismissal relieving CITY from any liability  
for the action or claim involved.

**5.6** The specified insurance limits required in this Agreement shall in no way limit or  
circumscribe COUNTY's obligations to indemnify and hold harmless the CITY  
herein from third party claims.

**6. INSURANCE:** COUNTY agrees to maintain the following insurance coverage's  
during the term of this Agreement:

**6.1 Workers' Compensation:**

COUNTY shall maintain Workers' Compensation Insurance (Coverage A) as  
prescribed by the laws of the State of California. Policy shall include Employers'  
Liability (Coverage B) including Occupational Disease with limits not less than  
\$1,000,000 per person per accident.

**6.2 Commercial General Liability:**

COUNTY shall maintain Commercial General Liability insurance coverage for claims

which may arise from or out of COUNTY's performance under this Agreement. 15-009

This coverage shall have a limit of liability not less than \$1,000,000 per occurrence combined single limit.

**6.3 Vehicle Liability:**

COUNTY agrees to maintain automobile liability insurance for vehicles provided by the COUNTY for use under this Agreement. This coverage shall have a limit of liability of not less than \$1,000,000 combined single limit.

**6.4 General Insurance Provisions - All lines:**

**6.4.1** Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8).

**6.4.2** The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance.

**7. TERMINATION:**

CITY and COUNTY reserve the right to terminate this Agreement at any time, with or without cause, upon one hundred eighty (180) days advance written notice stating the extent and effective date of termination. Upon receipt of any notice of termination from CITY, COUNTY shall immediately cease all services hereunder except such as may be specifically approved in writing by CITY and COUNTY. COUNTY shall be entitled to compensation for all services rendered prior to termination and for any services authorized in writing by CITY thereafter.

**8. FORCE MAJEURE:**

**8.1** In the event the COUNTY is unable to comply with any provision of this Agreement due to causes beyond their control such as acts of God, acts of war, civil disorders, or other similar acts, COUNTY will not be held liable to CITY for such failure to comply.

**8.2** In the event CITY is unable to comply with any provision of this Agreement due to causes beyond their control such as acts of God, acts of war, civil disorders, or other similar acts, CITY will not be held liable to COUNTY for such failure to comply.

**9. ALTERATION:**

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, as authorized by their respective governing bodies, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

**10. SEVERABILITY:**

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

**11. RECORDS:**

COUNTY shall maintain and keep records of all expenditures and obligations incurred pursuant to this contract and all income and fees received thereby according to generally recognized accounting principles. Such records and/or animal control operations of COUNTY shall be open to inspection and audit by CITY or its authorized representative as is deemed necessary by the CITY Manager or the authorized representative of the

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2 **12. NO THIRD PARTY BENEFICIARY:**

3 This contract between CITY and COUNTY is intended for the mutual benefit of the two  
4 signing parties only. No rights are created under this contract in favor of any third party  
or any party who is not a direct signatory to this contract.

5 **13. NONDISCRIMINATION:**

6 During the performance of this contract, COUNTY agrees that it shall not discriminate  
7 on the grounds of race, religious creed, color, national origin, ancestry, age, physical  
8 disability, mental disability, medical condition including the medical condition of  
9 Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto,  
10 marital status, sex or sexual orientation in the selection and retention of employees and  
subcontractors and the procurement of materials and equipment, except as provided in  
11 Section 12940 of the Government Code of the State of California. Further, COUNTY  
12 agrees to conform to the requirements of the Americans with Disabilities Act in the  
13 performance of this contract.

14 **14. VENUE:**

15 Any action at law or in equity brought by either of the parties hereto for the purpose of  
16 enforcing a right or rights provided for by this contract shall be tried in a court of  
17 competent jurisdiction in the County of Riverside, State of California, and the parties  
18 hereby waive all provisions of law providing for a change of venue in such proceedings  
19 to any other county. In the event either party hereto shall bring suit to enforce any term  
20 of this contract to recover any damages for and on account of the breach of any term  
21 or condition of this contract, it is mutually agreed that the prevailing party in such action  
22 shall recover all costs thereof including reasonable attorneys' fees to be set by the court  
23 in such action.

24 **15. ASSIGNMENT:**

25 It is mutually understood and agreed that this contract shall be binding upon COUNTY  
26 and its successors. Neither this contract nor any part thereof nor any moneys due or to  
27 become due hereunder may be assigned by COUNTY without the prior written consent  
28 and approval of CITY. CITY and COUNTY hereby agree to the full performance of  
the covenants contained herein.

**16. AMENDMENTS:**

Any amendments, including any supplements, to this contract shall be in writing and  
shall have the approval of the Board of Supervisors of COUNTY and the CITY  
Council. This is the entire contract for Animal Field and Shelter Services and supersedes  
any prior written or oral contract inconsistent herewith. Any amendment will be presented  
to the City Manager prior to CITY Council approval.

**17. NOTICES:**

All correspondence and notices required or contemplated by this Agreement shall be  
delivered to the respective parties at the addresses set forth below and are deemed  
submitted one day after their deposit in the United States mail, postage prepaid:



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**COUNTY:**  
Department of Animal Services  
6851 Van Buren Boulevard  
Jurupa Valley, CA 92509  
Attention: Director

**CITY:**  
City of Coachella  
1516 6<sup>th</sup> Street  
Coachella, CA 92236  
Attention: City Manager

15-009

or to such other address (es) as the parties may hereafter designate in writing.

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**CITY OF COACHELLA**  
**EXHIBIT A**  
**SCOPE OF ANIMAL FIELD SERVICE**

The County of Riverside, hereinafter referred to as COUNTY, agrees to provide the following animal field services for the City of Coachella, hereinafter referred to as CITY:

1. **Definition of Field Services:** The Animal Field Services to be provided by COUNTY for CITY within the corporate limits of CITY shall include but not be limited to the following activities:
  - 1.1 **Field Service Assistance:** Respond to all calls for field service assistance pursuant to the priority of calls as described in this Exhibit.
  - 1.2 **Impoundment:** Impound all animals found at large and collect such impound fees as as referenced in Riverside COUNTY Code Title 6 or appropriate CITY ordinance.
  - 1.3 **Proper Care and Treatment:** Provide care and treatment to any stray or abandoned animal in accordance with State law and local ordinances.
  - 1.4 **Animal Bites:** Investigate reported bites by animals. COUNTY shall respond in person to all reported bites by dogs or by suspected rabid or wild Animals. As part of this response, COUNTY shall contact and interview the bite victim (or the victim's parent(s) or guardian(s) in the case of a minor) as part of the bite investigation procedure.
  - 1.5 **Quarantine:** Quarantine, as prescribed by State law and COUNTY Ordinances as codified under Riverside COUNTY Code Title 6, or any successor thereto (hereinafter referred to as "Riverside COUNTY Code Title 6") all animals suspected to be rabid and/or that have bitten a person or other animal.
  - 1.6 **Stray and Barking Animal Complaints:** Respond to and process stray and barking animal complaints as referenced in Riverside COUNTY Code Title 6 or appropriate CITY ordinance.
  - 1.7 **Dead Animals:** Remove dead Animals from the public right-of-way except in such cases where the Animal is on a state highway within CITY limits. In such cases, COUNTY shall immediately (or as soon as reasonably practicable) notify by telephone, facsimile, electronic mail transmission or other means the State of California's Department of Transportation.
  - 1.8 **Return of Impounded Animals:** Encourage the return of any lost/stray Animal (impounded by field personnel) to the rightful owner in the field, subject to the payment of impound fees.
  - 1.9 **Licenses for Dogs:** County shall issue dog licenses for City residents at City's request. All fees collected for dog licenses shall be accounted for by County and credited to City on a monthly basis, provided, however, that 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 about animal behavior. The Animal Control Officer, as part of said officer's regular animal control duties as defined by, but not limited to, the terms of this contract, shall conduct license inspection activities during animal control investigations so as to ascertain the number of unlicensed dogs, to license such dogs and to foster compliance with City of Coachella Municipal Code. County shall also provide an automated or manual verification system whereby owners can verify the status of their

animal's license by telephone.

15-009

1 **1.10 Kennels and Catteries:** COUNTY shall inspect and issue licenses to operate dog  
2 kennels and catteries within CITY pursuant to CITY's municipal codes, and collect  
3 fees in connection therewith. All fees for licenses to operate dog kennels and catteries  
4 shall be retained by COUNTY.

4 **1.11 Issuance of Warnings and Citations:** Enforce all appropriate provisions of  
5 Riverside COUNTY Code Title 6 including the issuance of warning notices or  
6 citations as necessary for violations of the provisions of said Riverside COUNTY  
7 Code Title 6, State law or CITY municipal codes.

6 **1.12 Service to Public:** Provide service to the public on matters covered in this contract  
7 consistent with established policies and procedures that promote courteous and  
8 efficient service and good public relations. Other policies and procedures  
9 notwithstanding, COUNTY, in processing any type of complaint or request for  
10 service, will indicate to the caller that a response can be expected as per Section 6  
11 below.

10 **2. Shelter Care and Disposition Services:** The COUNTY will house CITY's animals at the  
11 Coachella Valley Animal Campus, or another County operated shelter at the  
12 County's discretion.

13 **3. License Processing:**

14 Compensation for License processing shall be based upon actual licenses processed  
15 and licensing processing rate. License processing costs shall be billed monthly and  
16 total resulting compensation may vary from estimated contract cost.

16 **4. Provision of Vehicles and Radio Equipment:** COUNTY shall provide animal control  
17 vehicle(s) with the appropriate animal control boxes mounted on the truck chassis and with  
18 an air conditioning unit mounted on the animal control truck boxes for use to provide  
19 contract services. The COUNTY shall equip fuel and maintain said vehicles.

19 **5. Missing or Stolen Animals:** COUNTY shall file a report with the Riverside Sheriff's  
20 Department within 24 hours if an impounded Animal is missing or suspected to have been  
21 stolen from an animal control vehicle or while in COUNTY custody. COUNTY shall  
22 indicate on the police report the circumstances of the Animal's disappearance.

22 **6. Priority of Field Services:**

23 **6.1 Definitions:** Services are those enforcement activities rendered by COUNTY  
24 pursuant to the relevant sections of Riverside COUNTY Code, Title 6 and related  
25 State and CITY codes and are assembled for expediency into two categories:  
26 Emergency and Non-Emergency. Priority Ranking refers to the order of priority  
27 with which a call will be handled. All calls will go directly to the dispatcher or  
28 assigned clerical staff for relay to the Animal Control Officer. If a call is  
"exceptional," as defined in Section 6.4 of this Exhibit, it will be referred to the  
Supervisor for evaluation and processing.

Field service activities will be performed daily and generally based upon the  
priority ranking and based on limited service hours in accordance with contract  
or part-time officer. All calls involving imminent danger scenarios will be  
responded to within 60 minutes if reasonably possible, subject to considerations

1 involving the time of day, traffic conditions, or other uncontrollable  
2 circumstances.

15-009

3 An Animal Control Officer will respond to animal medical emergencies and other  
4 emergencies involving danger to humans within 30 minutes or less during regular  
5 service hours, Monday through Friday, and within 60 minutes or less on Saturdays  
6 and Sundays and after regular service hours and holidays. CITY acknowledges that  
7 response time may be affected by traffic congestion or other hindering circumstances  
8 uncontrollable by the COUNTY.

9 COUNTY shall provide a means for responding to calls for service that take place  
10 during limited service periods (as defined below) which are of an emergent nature  
11 pursuant to this Exhibit. Field service personnel shall be assigned to patrol and other  
12 service field tasks as defined by COUNTY and CITY.

13 The following definitions of "regular service hours," "limited service" and  
14 "holidays" are intended to identify the broad time frames during which specific levels  
15 of service will be provided. "Regular Service Hours" shall be deemed to mean  
16 between the hours of 7:30 am to 5:00 pm, Monday through Friday, holidays excepted.  
17 "Limited service" shall be deemed to mean between the hours of 5:00 pm to 7:30 am,  
18 Monday through Friday, all day Saturday, Sunday and on holidays. "Holidays" as  
19 herein shall be those as established by the COUNTY and the CITY. The COUNTY  
20 shall answer all telephone calls for Field Services during phone center operational  
21 hours. Calls shall be received by the COUNTY answering service after hours and on  
22 holidays, as noted above. Calls answered by the answering service will be handled on  
23 an emergency basis as outlined in this Exhibit. The dispatcher and/or clerical  
24 support staff shall maintain a detailed record of all requests, for service, both  
25 emergency and routine, received during regular service hours and after regular service  
26 hours, including time and date, when the calls were answered and the disposition of  
27 those calls. Records of these calls shall be maintained for at least thirty (30) days.  
28 The CITY and COUNTY agree that any incident reports to the COUNTY by  
residents or through emergency services involving a dangerous, aggressive, wild,  
injured or sick animal constitute an emergency and require immediate action by the  
COUNTY pursuant to this contract.

Calls for service received after normal business hours that are not of an emergent  
nature shall be answered by an answering service and referred to call back on the next  
business day during phone center operational hours. These calls will then be  
scheduled for response in accordance with this Exhibit.

**6.2 Calls considered as Emergencies to be handled Without Delay:**

6.2.1 Animals endangering health or safety of the community.

6.2.2 Police Department requests for service.

6.2.3 Sick or injured stray animals.

6.2.4 Animals in distress.

6.2.5 Humane investigations – life threatening. (Depending on immediate  
circumstance)

**6.3 Calls Considered as Non-Emergency to be handled during Regular Business  
Hours:**

6.3.1 Pick-up confined, healthy, stray-animals.

6.3.2 Dead animal removal.

6.3.3 Quarantine investigations.

6.3.4 Leash law enforcement.

6.3.5 Nuisance animal investigations.

15-009

6.3.6 Permit investigations.

6.4 **Exceptions:**

The Animal Control Director or the deputies of the Animal Control Director may, on a case-by-case basis, authorize variations of priority when circumstances require. COUNTY shall provide a written report within five (5) business days of making a determination that a variation in priority was required. Qualifying incidents will be determined by the responding officer.

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## EXHIBIT B

## SCOPE OF ANIMAL SHELTER SERVICES

The County of Riverside, hereinafter referred to as COUNTY, agrees to operate and provide the following Animal Shelter Services for the City of Coachella, hereinafter referred to as CITY:

1. **Shelter Location:** The COUNTY will house the CITY's animals at the Coachella Valley Animal Campus Shelter located at 72-050 Petland Place, Thousand Palms CA 92276 ("Shelter"), or at another shelter operated by the County of Riverside at County's discretion.

The handling of these animals will comply with the terms of this contract. The COUNTY is responsible for the maintenance and operation of the shelter, and the care of the animals on a 24-hour basis.

2. **Contract Performance:** COUNTY's Director of Department of Animal Services, or appointed designee, shall meet as necessary to discuss contract performance with the CITY's City Manager or appointed designee.

3. **Shelter Services:**

- 3.1 **Treatment of Animals:** Adequate care and treatment of animals while in custody at the Shelter to ensure that animals impounded are provided with humane and appropriate levels of care including a clean environment, fresh water, adequate nutrition and appropriate medical care.

- 3.2 **Spay and Neuter:** Ensuring that all dogs and cats adopted from the Shelter are spayed or neutered, or that adequate provisions are made for such spaying or neutering if COUNTY transfers any animals, or if adopted animal is unable to receive spaying or neutering due to a medical condition.

In accordance with California Food and Agricultural Code Sections 30503 and 31751.3, if a veterinarian employed at the Shelter certifies that a dog or cat is too sick or injured to be spayed or neutered, the COUNTY shall collect a spay/neuter deposit from said adopter or purchaser and said deposit will be deposited into a segregated fund, which will be maintained by the COUNTY. Such deposit will be fully refunded to the adopter or purchaser if proof of sterility is provided within 30 business days from the date of surgery, at which the deposit is forfeited in accordance with the CA Code 30503 and 31751. Accordingly spay and neuter deposits may only be used by the COUNTY for programs to spay or neuter dogs and cats.

- 3.3 **Volunteer Program:** Maintenance of a program to provide for the participation of Volunteer's in programs relating to animals.

- 3.4 **Enforcement:** Enforce all relevant provisions of County of Riverside Title 6, ANIMALS, and State law as may be applicable to animals housed, kept or maintained at the Shelter.

- 3.5 **Incoming Animal Identification:** Incoming animals must be checked immediately for collar tag, and scanned for microchip by qualified Shelter staff within one hour of arrival to the Shelter. Shelter staff shall make all attempts to notify owners within twenty-four (24) hours of the animal impound by COUNTY.

- 3.6 **Quarantine:** COUNTY shall quarantine, as prescribed by law, all animals suspected of being rabid, or involved in a bite investigation.

- 1       **3.7 Impoundments and Quarantines:** COUNTY shall house, feed and care for all<sup>15-009</sup>  
2 animals impounded and/or quarantined at the Shelter.
- 3       **3.8 Incoming Animal Examinations/Assessments:** A cursory exam will be performed  
4 within twelve (12) hours, except after regular business hours when the examination  
5 will be performed within twenty-four (24) hours. Incoming animal assessment must  
6 include the following:
- 7       **3.8.1** A physical examination to determine if a medical condition exists which  
8 requires a veterinarian's attention
- 9       **3.8.2** Routine vaccinations and de-worming, as needed
- 10       **3.8.3** External parasite treatment, as necessary
- 11       **3.8.4** Document the animal's incoming weight
- 12       **3.8.5** Scan for microchip identification
- 13       **3.8.6** Establish unique identifier for the animal
- 14       **3.8.7** Document any identifying features or abnormalities. The COUNTY shall  
15 properly document on an animal-by-animal basis that an  
16 examination/assessment is performed.
- 17       **3.9 Behavioral Assessments:** Behavioral Assessments of Shelter animals will be  
18 conducted in accordance with guidelines established by the Department of Animal  
19 Services.
- 20       **3.10 Adoption:** Animals identified as being available for adoption are placed in  
21 adoptable areas of the Shelter.
- 22       **3.11 Community Adoption Partners:** California Food & Agricultural Code, Sections  
23 31108(b) and 31752(b) state any stray dog/cat "that is impounded pursuant to this  
24 division shall, prior to the euthanasia of that animal be released to a nonprofit, as  
25 defined in Section 501(c) (3) of the Internal Revenue Code, animal rescue or  
26 adoption organization if requested by the organization prior to the scheduled  
27 euthanasia of that animal. The public or private shelter may enter into cooperative  
28 agreements with any animal organization or adoption organization. In addition to  
any required spay or neuter deposit, the public or private shelter, at its discretion,  
may assess a fee, not to exceed the standard adoption fee, for animals adopted or  
released."
- 3.12 Foster Care Placement:** A foster care placement program assists the Shelter by  
improving animal care, giving certain animals a better chance of adoption, and lifting  
the spirits and morale of staff and volunteers.
- 3.13 Vicious Dogs:** Any dog declared or determined to be vicious/dangerous and in  
custody of the Shelter either under impoundment or quarantine shall be deemed  
unsuitable for adoption and shall not be released except as required by law or at the  
Director's discretion.
- 3.14 Euthanasia:** Provide humane euthanasia service as required for impounded  
animals held at the Shelter for the lawful number of days, if such animal is not  
reclaimed by said animal's owner and is deemed to be not adoptable by COUNTY.  
Animals that are irremediably suffering from a serious illness or severe injury may  
not be held for owner redemption or adoption. Only euthanasia methods approved  
by the American Veterinary Medical Association shall be used.
- Records will be kept for a period of not less than three (3) years on each  
euthanized animal including the following information: breed; sex; color; weight;  
other distinguishing characteristics; date, time and location where animal was  
found; method of euthanasia and reason for use of method.

- 1       **3.15 Drug Enforcement Agency (DEA):** Additionally, the COUNTY must comply<sup>15-009</sup>  
2       with all Drug Enforcement Agency (DEA) regulations regarding storage, record-  
3       keeping, inventory, use, and disposal of all controlled substances.
- 4       **3.16 Feeding Protocols:** All animals shall be fed in amounts appropriate to meet their  
5       nutritional needs.
- 6       **3.17 Staffing and Volunteers:** COUNTY shall recruit and supervise all necessary  
7       personnel for the office, kennel, veterinary and other areas of the Shelter. Staffing  
8       shall include any and all full or part-time personnel and shall include the  
9       recruitment, supervision and assignment of volunteers in suitable Shelter-related  
10       activities. Personnel employed at the Shelter in the performance of Shelter-related  
11       activities shall be designated as COUNTY employees and any and all volunteers  
12       engaged in Shelter activities shall participate in activities designated by COUNTY  
13       and shall be under the auspices of COUNTY. Use of volunteers at the Shelter shall  
14       be determined by COUNTY on behalf of CITY.
- 15       **3.18 Holding Periods:** COUNTY shall hold all stray impounded animals, not otherwise  
16       owner identifiable, for holding periods as required by law.
- 17       **3.19 Missing Animals:** COUNTY shall notify police immediately of any animal found  
18       to be missing from the Shelter that had previously been impounded and/or in  
19       protective custody.
- 20       **3.20 Hours of Operation:** COUNTY shall maintain hours of operation at the Shelter to  
21       provide maximum public access for the animals, to the extent possible.
- 22       **3.21 Disease Control and Sanitation:** COUNTY shall maintain the Shelter in a clean  
23       and sanitary condition. COUNTY's policies and procedures in this area may include  
24       beneficial standards and/or guidelines derived from reputable animal care  
25       organizations including, but not limited to, the following: Humane Society of the  
26       United States, American Humane Association and American Veterinary Medical  
27       Association.
- 28       **3.22 Provision of Personnel and Supplies:** COUNTY will provide personnel, supplies,  
      materials, medication, pharmaceuticals, and equipment, including forms and reports  
      to perform all aspects of the Shelter Services program.
- 3.23 CITY Access:** COUNTY shall provide access to the authorized representatives of  
      CITY to the entire Shelter during normal business hours, and at such other  
      times upon reasonable notice.
- 3.24 Livestock and Fowl Care:** COUNTY shall provide food, care and shelter to  
      livestock and fowl, either at the Shelter or at another location when such animals  
      cannot be cared for at the Shelter. Costs of housing any livestock or fowl, regardless  
      of Shelter location shall be charged to the owner of the animal, if known. If the  
      animal's owner wishes to redeem the animal, the owner shall first pay all applicable  
      fees and charges at the Shelter; except as otherwise required by law, then and only  
      then, will the COUNTY authorize release of the animal. COUNTY shall notify  
      CITY in writing where said expenses reach the amount of \$5,000 or greater per  
      incident. Such expenses shall not exceed the amount of \$25,000 per incident unless  
      authorized in writing by CITY.
- 3.25 Animal Disposal:** COUNTY shall prohibit any animal whether dead or alive,  
      which has been impounded, in custody, or in quarantine at the Shelter to be given  
      away, disposed of, traded, sold or in any manner given over to another person,  
      organization or entity for experimentation, regardless of purpose. COUNTY  
      shall be responsible for the disposal of animal remains in its custody or



control, subject to applicable laws.

15-009

1 **3.26 Level of Service Provided:** COUNTY will provide Shelter Services as defined in  
2 this contract. COUNTY's policies and procedures for Shelter Services shall be based  
3 on standards and/or guidelines derived from reputable animal care organizations  
4 including, but not limited to the following: Humane Society of the United States,  
American Humane Association and American Veterinary Medical Association.

5 **4. Compensation:**

6 **4.1 Compensation for Sheltering:** Compensation for shelter services shall be based upon  
7 established rate for shelter service at specified primary shelter location and prior three  
8 fiscal year impounds of dogs and cats. An annual rate shall be established based on  
9 these factors and payable monthly in 1/12<sup>th</sup> increments. Additional costs for large  
animal sheltering are incurred at \$20 per animal per day for horses and cattle and  
\$12 per animal per day for swine, goats and sheep in accordance with ordinance and  
will be billed based on actual sheltering on a monthly basis.

10 **4.2 Compensation for Operations and Maintenance:** Compensation for Operations and  
11 maintenance shall be based upon rate for shelter service at a specified primary shelter  
12 location and prior year impounds of dogs and cats. An annual rate shall be established  
13 based on these factors and payable monthly in 1/12<sup>th</sup> increments.

14 **4.3 License Processing:** Compensation for License processing shall be based upon actual  
15 licenses processed and licensing processing rate. License processing costs shall be  
16 billed monthly and total resulting compensation may vary from estimated contract  
17 cost.

18 **4.4 Outreach Activities:** Daily flat rates educational outreach and shot clinics will be  
19 billed based on actual outreach days scheduled. Compensation accounts for full staff  
20 time to provide service for one day. The maximum time possible will be afforded for  
21 actual outreach activity; however actual outreach activity time will be reduced by  
22 travel and preparation time the day of the event.

23 **5. Definitions:**

24 **5.1 "Shelter Services,"** as used in this contract shall include, but is not limited to, the  
25 following activities:

26 **5.1.1** Impoundment, admittance, receiving, care, custody and feeding of any and all  
27 stray domestic animals. Livestock, exotics and the impoundment of wildlife  
28 as may be delivered and/or received at the Shelter until an appropriate wildlife  
agency can be contacted and the wildlife then transferred into their custody.

**5.1.2** Redemption, treatment, sale, adoption, and/or disposal of any and all animals.

**5.1.3** Counseling and advising animal owners.

**5.1.4** Each animal shall be identified individually and photographs of all newly  
impounded animals shall be posted on the Shelter website.

**5.1.5** Ensuring that all dogs, four months and older, released from the Shelter to a  
resident of Riverside County are licensed and, if not licensed, to sell license  
to the owner or other person taking custody of each such dog. In accordance  
with COUNTY ordinances, require the micro-chipping of released animals at  
the owner's expense.

**5.1.6** Humane euthanasia of animals as lawful and necessary, including the  
creation of a log detailing those animals that are euthanized and the  
reasons for such euthanasia on an animal-by-animal basis. This log

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shall further state whether the animal was unhealthy and unsuitable for adoption. 15-009

**5.1.7** Proper disposal of dead animals.

**5.1.8** Care and maintenance of the Shelter facility, including land and buildings. "Care" includes, but is not limited to providing a safe, temporary refuge for any animal impounded, and providing needed medical services for injured/sick animals or transfer of animal to the appropriate agency.

**5.2** "Adoptable Animal," shall mean those animals eight weeks of age or older that at or subsequent to the time the animals are impounded or otherwise taken into possession, have manifested no sign of disease, injury, or congenital or hereditary condition that adversely affects the health or temperament of the animal, or that is likely to adversely affect the animal's health in the future. Dogs declared as "vicious" under State and/or local laws are unadoptable.

**5.3** "Treatable," shall mean an animal with a medical condition such as skin problems bad flea or skin infestations, a broken limb, abscess, or problems that may be treated with appropriate resources, holding space, treatment and/or time. "Treatable" shall also mean an animal with behavioral conditions that may be corrected with time and proper training, such as chasing animals/objects, food aggression, etc.

**5.4** "Untreatable Animal," shall mean any animal that is irremediably suffering from a serious illness or physical injury or behavioral condition and shall not be held for owner redemption or adoption.

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**CITY OF COACHELLA**  
**EXHIBIT C**  
**PAYMENT PROVISIONS**

15-009

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 of Riverside Ordinance 630; relative to the services to be performed under this Agreement as follows:

**1. Animal Field Services:**

**1.1 One Full-time Animal Control Officer: \$127,026/fiscal year**

The cost to provide one FTE Annual Animal Control Officer to service an area for a total of 2080 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: 256 hours x \$82 per hour = \$21,000/fiscal 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: \$2460 per target sweep**

The cost to provide 5 officers for 6 hours to perform target area sweep, to be billed based on actual usage as requested by City.

**2. Animal Shelter Services:**

**2.1 Animal Sheltering Services: \$152,030/fiscal year or \$12,669.17 monthly**

Flat rate based on prior three fiscal year impounds 1,322 x \$115 per cat or dog sheltering rate at Coachella Valley Animal Campus Shelter.

**2.2 Operational and Maintenance (O&M) Costs: \$13,802/fiscal year or \$1,150.17 monthly.**

Flat rate based on prior fiscal year impounds 1,322 x \$10.44 O&M rate.

**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. License Processing Fees:**

**3.1 Administrative handling fee to sell dog licenses 450 x \$5.85 = \$2,633/fiscal year**  
To be billed based on actual usage. Estimated total based on past experience.

**4. Outreach Activities: Daily flat rates for 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.**

**4.1 Shot Clinic: \$2,783 per shot clinic**

(The cost to provide 3 clinic services staff and one veterinarian for 9 hours, to be billed based on actual usage as requested by City.)

**4.2 Outreach event \$2553 per event flat rate billed on actual use**

(The cost to provide 3 staff, 9 hours each, OT rates used due to limited staffing levels-supplemented by volunteers.)

**5. Summary of Compensation for Animal Services: The following chart**

1 summarizes the fees to be charged by the COUNTY for animal services pursuant to this Agreement. 15-009

Service	FY15/16	FY16/17	FY17/18	Total
Regular Field Services (Fixed)	\$127,026	\$127,026	\$127,026	\$381,078
Over-time Field Services * (Estimated)	\$21,000	\$21,000	\$21,000	\$63,000
Shelter Services ** (Fixed)	\$152,030	\$152,030	\$152,030	\$456,090
Operation & Maintenance*** (Fixed)	\$13,802	\$13,802	\$13,802	\$41,406
License Processing **** (Estimated)	\$2,633	\$2,633	\$2,633	\$7,899
<b>Total</b>	<b>\$316,491</b>	<b>\$316,491</b>	<b>\$316,491</b>	<b>\$949,473</b>

10 Rates are subject to change as adopted by the Board of Supervisors.

11  
12 The scheduled compensation payable to COUNTY for all services as set forth in this Agreement is nine hundred forty-nine thousand four hundred seventy-three dollars (\$949,473) for the period commencing July 1, 2015 through June 30, 2018.

14 \*Field services may fluctuate based on actual on call usage.

15 \*\*Shelter services fixed rate will be adjusted for each year of contract by the following formula: Prior three fiscal year dog/cat impounds x sheltering rate. This formula establishes a fixed rate that will be payable in 1/12<sup>th</sup> monthly increments. The CITY will be provided with prior year impound rates by March 31<sup>st</sup> each year.

18 \*\*\*Operation & Maintenance fixed rate will be adjusted for each year of contract by the following formula: Prior three fiscal year dog/cat impounds x O&M rate. This formula establishes a fixed rate that will be payable in 1/12<sup>th</sup> monthly increments. The CITY will be provided with prior year impound rates by March 31<sup>st</sup> each year.

21 \*\*\*\*License processing costs may fluctuate based on actual number of licenses processed.

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