

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

279



**FROM:** Department of Animal Services

**SUBMITTAL DATE:**  
September 15, 2015

**SUBJECT:** Ratify the attached two year Agreement 15-017 with City of Perris for animal shelter services to the city and amend Ordinance No. 440 pursuant to Resolution 440-9013 [District 5, \$193,050, 100% Contract Revenue]

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

1. Ratify the attached two year Agreement 15-017 with City of Perris for animal shelter services to the city, for the period of September 1, 2015 through June 30, 2017, and authorize the Chairman of the Board to sign the Agreements,
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 440-9013 submitted herewith. Per the resolution add the following positions per the Attachment.

**BACKGROUND:**

**Summary**

The City of Perris ("City") has reached out to the County of Riverside ("County") to provide animal shelter services for the city, housing the City's animals at the San Jacinto Valley Animal Campus located at 581 S. Grand Avenue, San Jacinto, CA 92582.

(Continued on page 2)

FISCAL PROCEDURES APPROVED  
PAUL LANGULO, CPA, AUDITOR CONTROLLER  
BY: Susana Garcia-Bocanegra 9/15/15  
Susana Garcia-Bocanegra

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

RM:nd

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 87,750	\$ 105,300	\$ 193,050	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

**SOURCE OF FUNDS:** 100% Contract Revenue  
Budget Adjustment: Yes  
For Fiscal Year: 15/16-16/17

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

APPROVE

BY: Jennifer L. Sargent  
County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9013 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None  
Date: September 22, 2015  
xc: HR, Animal Services, Auditor

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

Prev. Agn. Ref.: | District: 5 | Agenda Number:

3-1

FORM APPROVED COUNTY COUNSEL  
 BY: GREGORY P. PRIAMOS DATE: 9/15/15  
 Approved by Michael T. Stock  
 Asst. County Executive Officer/  
 Human Resources Director  
 Departmental Concurrence

A-30  
 4/5 Vote  
 Positions Added  
 Change Order

2015 SEP 15 AM 8:34  
RCED

2015 SEP 15 PM 2:55  
RECEIVED RIVERSIDE COUNTY  
CLERK / BOARD OF SUPERVISORS

2015 SEP 15 AM 8:34  
RCED

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
 Department of Animal Services  
 FORM 11: Ratify the attached two year Agreement 15-017 with City of Perris for animal shelter services to the city and amend Ordinance No. 440 pursuant to Resolution 440-9013  
 [District 5, \$193,050, 100% Contract Revenue]  
 DATE: September 15, 2015  
 PAGE: 2 of 3

<u>Ord. 440</u>	<u>Class Code</u>	<u>=/-</u>	<u>Class Title</u>	<u>Salary Plan</u>	<u>Grade</u>	<u>Salary</u>
4200600000	62380	+1	Animal Care Technician	(usually union)		(range of salary)
4200600000	13866	+1	Office Assistant III			

**BACKGROUND:**

**Impact on Citizens and Businesses**

This Agreement is for safeguarding the health and safety of the population of the City of Perris 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 Perris 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:

<b>Service</b>	<b>FY15/16 9/1/15 to 6/30/16</b>	<b>FY16/17</b>	<b>Total</b>
Shelter Services (Fixed)	\$87,750	\$105,300	\$193,050
<b>Total</b>	<b>\$87,750</b>	<b>\$105,300</b>	<b>\$193,050</b>

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

**ATTACHMENT**

15-017 Agreement with City of Perris

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
Department of Animal Services  
FORM 11: Ratify the attached two year Agreement 15-017 with City of Perris for animal shelter services to the city and amend Ordinance No. 440 pursuant to Resolution 440-9013  
[District 5, \$193,050, 100% Contract Revenue]  
DATE: September 15, 2015  
PAGE: 3 of 3

Schedule A

**Increase Estimate Revenue**

10000-4200600000-773210-City Billings-Animal Shelter Services	<u>87,750</u>
<b>Total Revenue</b>	<b><u>87,750</u></b>

**Increase Appropriation**

10000-4200600000-510040-Regular Salaries	38,671
10000-4200600000-518100- Budgeted Benefits	23,679
10000-4200600000-520710- Feed-Animal	10,000
10000-4200600000-522890-Pharmaceuticals	15,400

<b>Total Appropriation</b>	<b><u>87,750</u></b>
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RESOLUTION NO. 440-9013

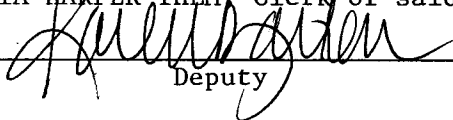
BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on September 22, 2015, that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Animal Services Director is authorized to make the following listed change(s), operative on the date of approval, as follows:

Job Code	+/-	Department ID	Class Title
62380	+1	4200603300	Animal Care Technician
13866	+1	4200603400	Office Assistant III

ROLL CALL:

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None

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

KECIA HARPER-IHEM, Clerk of said Board  
By   
Deputy

/tc  
09/01/2015  
440 Resolutions\TC

# COUNTY OF RIVERSIDE

DEPARTMENT OF ANIMAL SERVICES

**FOR COUNTY USE ONLY**



COUNTY DEPT/DIVISION: Animal Services		CONTRACT NO. 15-017	RFP NO.
FUND: 1000	DEPARTMENT ID: 420-060-1300	PROJECT-GRANT: AN201525	ACCOUNT: 773210
CLASS/LOCATION:		CONTRACT AMOUNT \$193,050	
PERIOD OF PERFORMANCE: September 1, 2015 through June 30, 2017			
COUNTY CONTACT : Robert Miller, Director (951) 358-7442		CONTRACTOR REPRESENTATIVE: Richard Belmudez, City Manager (951) 943-6100	
PROGRAM NAME: Animal 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 Perris, hereinafter referred to as CITY.

**WITNESSETH:**

**WHEREAS**, the CITY is desirous of contracting with COUNTY to provide a broad range of animal shelter services pursuant to this contract for the purpose of safeguarding the health and safety of the population of the City of Perris, 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 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 5 pages, Exhibit B consisting of consisting of 2 pages, attached hereto and incorporated herein.

SEP 22 2015 3-1

**COUNTY Approvals**

**CITY Approvals**

Approved as to form:

Approved as to form:

Name: \_\_\_\_\_

Name: Eric Dunn

Title: \_\_\_\_\_

Title: City Attorney

Date: \_\_\_\_\_

Date: 8/24/15

Approved by Board of Supervisors

Approved by City Council

Sign: Marion Ashley  
Marion Ashley, Chairman

Sign: Daryl R. Busch  
Daryl R. Busch, Mayor

Date: SEP 22 2015

Date: 8/24/2015

ATTEST: Kecia Harper-Ihem, Clerk

ATTEST:

By: Kecia Harper-Ihem, Deputy

By: Nancy Salazar  
Nancy Salazar, City Clerk

1 **1. COUNTY OBLIGATIONS:**

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

5 **2. PERIOD OF PERFORMANCE:**

6 The Animal Shelter Services as referenced in Exhibit A of this Agreement shall be effective  
7 on September 1, 2015 through June 30, 2017, unless terminated as specified in Section 7,  
8 TERMINATION.

9 **3. COMPENSATION:**

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

13 **4. AVAILABILITY OF FUNDING:**

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

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

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

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

FORM APPROVED COUNTY COUNSEL

BY Kristine Bell-Valdez 9/3/15 DATE



1 reasonable assistance, at CITY's expense, for the defense or settlement thereof. 15-017  
2 CITY's obligation hereunder shall be satisfied when CITY has provided to COUNTY  
3 the appropriate form of dismissal relieving COUNTY from any liability for the action  
4 or claim involved.

5 **5.3** The specified insurance limits required in this Agreement shall in no way limit or  
6 circumscribe CITY's obligations to indemnify and hold harmless COUNTY herein  
7 from third party claims.

8 **5.4** COUNTY shall indemnify and hold harmless the CITY, its Agencies, Districts,  
9 Special Districts and Departments, their respective directors, officers, governing  
10 bodies, elected and appointed officials, employees, agents and representatives from  
11 any liability whatsoever, based or asserted upon any negligent or wrongful acts or  
12 omissions of COUNTY its officers, employees, subcontractors, agents or  
13 representatives arising out of or in any way relating to this Agreement, including but  
14 not limited to property damage, bodily injury, or death or any other element of any  
15 kind or nature whatsoever arising from the COUNTY's performance of its obligations  
16 under this Agreement. COUNTY shall defend at its sole expense, all costs and fees  
17 including but not limited to attorney fees, cost of investigation, defense and  
18 settlements or awards of all Agencies, Districts, Special Districts and Departments of  
19 the CITY, their respective directors, officers, governing body, elected and appointed  
20 officials, employees, agents and representatives in any claim or action based upon  
21 such negligent or omissions.

22 **5.5** With respect to any action or claim subject to indemnification herein by COUNTY,  
23 COUNTY shall, at its sole cost, have the right to adjust, settle, or compromise any  
24 such action or claim without the prior consent of CITY provided, however, that any  
25 such adjustment, settlement or compromise in no manner whatsoever limits or  
26 circumscribes COUNTY's indemnification to CITY as set forth herein. COUNTY's  
27 obligation to defend, indemnify and hold harmless CITY shall be subject to CITY  
28 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.

**5.7** In the event CITY and/or COUNTY is found to be comparatively at fault for any  
claim, action, loss or damage which results from their respective obligations under the  
Agreement, CITY and/or COUNTY shall indemnify the other to the extent of its  
comparative fault.

**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. 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 Agreement 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 CITY Manager upon reasonable notice to COUNTY. All records shall be complete and current. Failure to maintain acceptable records per the Agreement shall be considered grounds for withholding of payments for billings submitted and for termination of the Agreement.

**12. NO THIRD PARTY BENEFICIARY:**

This contract between CITY and COUNTY is intended for the mutual benefit of the two 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.

**13. NONDISCRIMINATION:**

During the performance of this contract, COUNTY agrees that it shall not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, 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 Section 12940 of the Government Code of the State of California. Further, COUNTY agrees to conform to the requirements of the Americans with Disabilities Act in the performance of this contract.

**14. VENUE:**

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

**15. ASSIGNMENT:**

It is mutually understood and agreed that this contract shall be binding upon COUNTY and its successors. Neither this contract nor any part thereof nor any moneys due or to become due hereunder may be assigned by COUNTY without the prior written consent 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 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:**

15-017

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:

**COUNTY:**

Department of Animal Services  
Director of Animal Services  
6851 Van Buren Boulevard  
Jurupa Valley, CA 92509  
(951) 358-7442

**CITY:**

City of Perris  
City Manager  
101 N. D Street  
Perris, CA 92570  
(951) 943-6100

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

/// /// ///

## EXHIBIT A

## 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 Perris, hereinafter referred to as CITY:

1. **Shelter Location:** The COUNTY will house the CITY's animals at the San Jacinto Valley Animal Campus ("Shelter"), or other 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 15-017  
2           all 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  
2       comply with all Drug Enforcement Agency (DEA) regulations regarding storage,  
3       record- 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.

15-017

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,  
5 American Humane Association and American Veterinary Medical Association.

6 **3.27 Animals Surrendered by their Owners:** Any pet  
7 surrendered by the owner to an Animal Control Officer and transported to the  
8 COUNTY shelter shall incur the prevailing owner surrender charges. Such fees shall  
9 be collected from the owner and conveyed to the COUNTY, or be charged directly to  
10 the CITY at the established stray animal rate for the shelter.

11 **4. Compensation:**

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

19 **4.2** Compensation for Operations and Maintenance: Compensation for Operations and  
20 maintenance shall be based upon rate for shelter service at a specified primary shelter  
21 location and prior year impounds of dogs and cats. An annual rate shall be  
22 established based on these factors and payable monthly in 1/12<sup>th</sup> increments.

23 **4.3** License Processing: Compensation for License processing shall be based upon  
24 actual licenses processed and licensing processing rate. License processing costs  
25 shall be billed monthly and total resulting compensation may vary from estimated  
26 contract cost.

27 **4.4** Outreach Activities: Daily flat rates educational outreach and shot clinics will  
28 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.

29 **5. Definitions:**

30 **5.1** "Shelter Services," as used in this contract shall include, but is not limited to, the  
31 following activities:

32 **5.1.1** Impoundment, admittance, receiving, care, custody and feeding of any and all  
33 stray domestic animals. Livestock, exotics and the impoundment of wildlife  
34 as may be delivered and/or received at the Shelter until an appropriate wildlife  
35 agency can be contacted and the wildlife then transferred into their custody.

36 **5.1.2** Redemption, treatment, sale, adoption, and/or disposal of any and all animals.

37 **5.1.3** Counseling and advising animal owners.

38 **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



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

**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 PERRIS  
EXHIBIT B  
PAYMENT PROVISIONS**

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 Shelter Services:**

**1.1 Animal Sheltering Services: \$105,300/Fiscal Year (FY) or \$8,775/monthly**  
Flat rate based on 3 prior fiscal year impound average 1,300 x \$81 per cat or dog sheltering rate at San Jacinto Valley Animal Campus Shelter. (City will be locked in at 1,300 impounds for FY15/16)

**1.2 Operational and Maintenance (O&M) Costs: \$0/FY (No charge for O&M during the term of this agreement)**

Flat rate based on 3 prior Fiscal Year impound average 1,300 x \$10.86 O&M rate at San Jacinto Valley Animal Campus Shelter.

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

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

**2. 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.

**2.1 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.)

**2.2 Outreach event \$2,553 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.)

**2.3 The COUNTY will provide 1,000 free low cost spay/neuter surgeries (500 for FY15/16 and 500 for FY16/17). Note: "Low Cost" shall be defined by both parties.**

**2.4 The Integrated Canine Licensing Program (ICLP) is optional, but highly recommended for the City.**

**3. License Processing:** County shall issue dog licenses for City residents at City's request. City will provide tags to County and coordinate the tag numbers to be used with the County licensing department. 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.

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

Service	FY15/16 9/1/15 to 6/30/16	FY16/17	Totals
Shelter Service (Fixed) *	\$87,750	\$105,300	\$193,050
O&M Costs(Fixed)**	\$0	\$0	\$0
<b>Totals</b>	\$87,750	\$105,300	\$193,050

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

The scheduled compensation payable to COUNTY for all services as set forth in this Agreement is one hundred ninety three thousand fifty dollars (\$193,050) for the period commencing September 1, 2015 through June 30, 2017.

\*Shelter service 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.

\*\*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.

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**Riverside County Board of Supervisors  
Request to Speak**

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Holmshem

**Address:** \_\_\_\_\_  
(only if follow-up mail response requested)

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Agenda #** 3-1

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below.

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**I give my 3 minutes to:** \_\_\_\_\_

## **BOARD RULES**

### **Requests to Address Board on "Agenda" Items:**

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

### **Requests to Address Board on items that are "NOT" on the Agenda:**

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

### **Power Point Presentations/Printed Material:**

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

### **Individual Speaker Limits:**

**Individual speakers are limited to a maximum of three (3) minutes.** Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

### **Group/Organized Presentations:**

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

### **Addressing the Board & Acknowledgement by Chairman:**

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.