

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



ITEM: 3.48
(ID # 20741)

MEETING DATE:
Tuesday, October 31, 2023

FROM : ANIMAL SERVICES:

SUBJECT: ANIMAL SERVICES: Ratify and Approve Second Amendment to the Agreement for Animal Services Between City of Riverside and County of Riverside; Districts 1 and 2. \$3,600,000 [Contract Revenue 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. **Ratify and approve** the attached Second Amendment to the Agreement for Animal Services between the City of Riverside and the County of Riverside (Second Amendment) with a term beginning January 1, 2023 and expiring December 31, 2023;
2. **Authorize** the Chair of the Board of Supervisors to execute the attached Second Amendment on behalf of the County; and
3. **Authorize** the Director of Animal Services, or designee, to implement the Second amendment including, but not limited to, signing all subsequent and necessary documents.

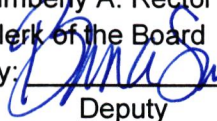
ACTION:Policy


Erin Gettis, Director of Animal Services 10/25/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington and Gutierrez
Nays: None
Absent: Perez
Date: October 31, 2023
xc: Animal Services

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 3,600,000	\$ 0	\$ 3,600,000	\$ 0
NET COUNTY COST	\$ 3,600,000	\$ 0	\$ 3,600,000	\$ 0
SOURCE OF FUNDS: 100% Contract Revenue			Budget Adjustment: No	
			For Fiscal Year: 22/23-23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The City of Riverside (City) desires to continue contracting with the County of Riverside (County), by and through its Department of Animal Services (DAS), to provide field and licensing services to safeguard the health and safety of the City’s domestic animals for the purpose of promoting the humane treatment of animals. The original Agreements for Animal Field and Licensing Services was approved by the Board of Supervisors in Minute Order 3.11 (ID#10657) on Sept. 10, 2019. The First Amendment to the original Agreement was approved by the Board of Supervisors in Minute Order 3.6 (ID# 17249) on Oct. 19, 2021.

The proposed Second Amendment will extend the provisions of the original agreement for one additional year, beginning on and backdating to Jan. 1, 2023, and continuing through Dec. 31, 2023.

Impact on Residents and Businesses

The County has a comprehensive Animal Services Department that not only helps safeguard domestic animals but also provides resources to the community to assist pets, pet owners, as well as public safety regarding domestic animals. This Second Amendment with Riverside will provide the City with a variety of services for the community and domestic pet population.


Additional Fiscal Information


There is no additional impact on the general fund. The funding is provided by City for services rendered. The contract revenue for services will be included in the FY 2022/2023 and 2023/2024 Department of Animal Services’ budget.

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

ATTACHMENTS:

- Second Amendment to the Agreement for Animal Services, City of Riverside


Douglas Ordóñez Jr. 10/26/2023


Bruce G. Fordon 10/26/2023

**SECOND AMENDMENT TO
AGREEMENT FOR ANIMAL CONTROL FIELD AND
LICENSING SERVICES
BETWEEN THE CITY OF RIVERSIDE
AND THE COUNTY OF RIVERSIDE**

This Second Amendment to the AGREEMENT FOR ANIMAL CONTROL FIELD AND LICENSING SERVICES between COUNTY OF RIVERSIDE, a political subdivision of the State of California, on behalf of its Department of Animal Services (“COUNTY”) and the CITY OF RIVERSIDE (“CITY”), herein referred to as the “Second Amendment,” dated as of the Effective Date (defined herein), amends the Agreement as follows:

RECITALS

WHEREAS, COUNTY and CITY entered into an Agreement for Animal Control Field and Licensing Services Between the City of Riverside and the County of Riverside for the provision of animal field and licensing services (“Agreement”) for a term commencing July 1, 2018 through December 31, 2020 (“2018 Agreement”);

WHEREAS, the COUNTY’s Board of Supervisors ratified and approved the Agreement on September 10, 2019, in Minute Order 3.11;

WHEREAS, the Agreement authorizes amendments to the Agreement with the approval of the Board of Supervisors of COUNTY and City Council of CITY;

WHEREAS, COUNTY and CITY entered into a First Amendment to Agreement for Animal Control Field and Licensing Services Between the City of Riverside and the County of Riverside effective January 1, 2021, through December 31, 2022.

NOW, THEREFORE, in consideration of the foregoing, COUNTY and CITY agree as follows:

1. Recitals – The recitals set forth above are true and correct and incorporated herein by reference.
2. Effective Date and Term. The “Effective Date” of this Second Amendment shall be January 1, 2023, and shall terminate on December 31, 2023.
3. Wildlife. COUNTY will not impound free-roaming wildlife unless it is a danger to the community, unhealthy, injured, or part of an animal cruelty or animal bite case.
4. Entire Understanding. This Second Amendment, the First Amendment, and the 2018 Agreement contain the entire understanding and agreement of the Parties. There are no oral or written representations, understandings, or ancillary covenants, undertakings or agreements that are not contained or expressly referred to within this Second Amendment, First Amendment, and Agreement.
5. Further Assurances. The Parties agree to execute such other documents and to take such other actions as may be necessary to further the purpose of this Second Amendment.

**SECOND AMENDMENT TO
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6. Compensation. CITY and COUNTY agree to compensation in an amount not to exceed Three Million Six Hundred Thousand Dollars (\$3,600,000.00) for the extended term of the Agreement.
7. Agreement in Full Force and Effect. Except as otherwise expressly modified herein, all other terms and conditions of the Agreement remain unmodified and in full force and effect.
8. Counterparts. This Second Amendment may be executed in several counterparts, each of which shall be deemed to be an original but all of which together will constitute one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE.]

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AND THE COUNTY OF RIVERSIDE**

IN WITNESS WHEREOF, COUNTY and CITY have caused their duly authorized representatives to execute this Second Amendment.

COUNTY OF RIVERSIDE


By: 

Chair, Board of Supervisors
KEVIN JEFFRIES

ATTEST:

KIMBERLY A. RECTOR

Clerk of the Board

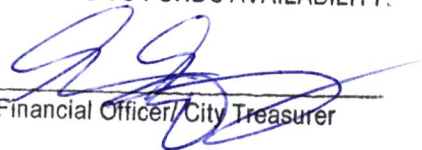
By: 

APPROVED AS TO FORM:

County Counsel

By: 
Deputy County Counsel

CERTIFIED AS TO FUNDS AVAILABILITY:

BY: 
Chief Financial Officer/City Treasurer


CITY OF RIVERSIDE

By: 

~~Interim~~ City Manager

ATTEST:

City Clerk

By: 

APPROVED AS TO FORM:

By: 
Senior Deputy City Attorney



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 10, 2023

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: SECOND AMENDMENT TO AGREEMENT FOR ANIMAL CONTROL FIELD AND LICENSING SERVICES WITH THE COUNTY OF RIVERSIDE, DEPARTMENT OF ANIMAL SERVICES, IN THE AMOUNT OF \$3,600,000 THROUGH DECEMBER 31, 2023

ISSUE:

Approval of a Second Amendment to the Agreement for Animal Control Field and Licensing Services with the County of Riverside, Department of Animal Services in the amount of \$3,600,000 through December 31, 2023.

RECOMMENDATIONS:

That the City Council:

1. Approve the Second Amendment to the Agreement for Animal Control Field and Licensing Services with the County of Riverside, Department of Animal Services for a term retroactive to January 1, 2023, through December 31, 2023, in the amount of \$3,600,000;
2. Authorize the City Manager, or designee, to execute the Second Amendment, including making minor and non-substantive changes;
3. Direct staff to research and evaluate alternatives to decrease Animal Control Field costs including, issuing a Request for Proposals (RFP) to compare and evaluate outsourcing field and shelter services, and perform a cost evaluation on in-sourcing animal control services; and
4. Direct staff to share the results of the outsourcing RFP, in-sourcing cost evaluation, and County of Riverside, Department of Animal Services Approved Rates for Fiscal Year 2024/25 with the Land Use, Sustainability, and Resilience Committee and City Council to advise on the next course of action.

BACKGROUND:

The Riverside County Department of Animal Services (DAS) has provided animal control field, shelter, and intermittent licensing services to the City of Riverside since 1995. Both agencies have partnered to promote animal welfare, public health and safety, and quality of life within the

City of Riverside through two separate contracts, one for shelter services and a second for field services. The shelter services agreement has a term which runs through 2035. A review of Animal Services available to City of Riverside residents is available at: <https://riversideca.gov/publicworks/other-services/animal-services>.

The County of Riverside Board of Supervisors Policy B-4 (Attachment 1) requires County departments to recover the full costs associated with contracted services provided and DAS began working toward a full cost recovery in Fiscal Year 2019-20.

On September 17, 2019, the City Council approved the Agreement for Animal Control Field and Licensing Services between the City of Riverside and County of Riverside, Department of Animal Services (DAS) from July 1, 2018 through December 31, 2020.

On October 26, 2021, the City Council approved the First Amendment to Agreement for Animal Control Field and Licensing Services between the City of Riverside and County of Riverside, DAS from January 1, 2021 through December 31, 2022.

DISCUSSION:

The proposed Second Amendment will extend the agreement from January 1, 2023 to December 31, 2023 and allows DAS to continue providing field and licensing services at the same levels of service that are currently in effect.

Over the past year, City staff have had numerous discussions with County personnel regarding increased costs. The County's rates have increased over the years as Animal Control Officer personnel costs and overhead associated with the services provided are included in their rates. Overhead includes expenses such as vehicles, fuel, equipment, technology, support staff, however, a complete breakdown of the Animal Control Officer Fee is included in Attachment 5.

The County rates also incorporate the following variable elements:

- The number of animals admitted to the shelter.
- Proper care and kenneling of animals admitted to the shelter.
- The number of deceased animals managed in the public right-of-way.
- Overtime of Animal Control Officers.

DAS has disclosed that they are currently under contract with a consultant who is performing a cost-of-service study in order to ensure the appropriate rate is being charged to its member agencies. The cost-of-service study is expected to be completed in October 2023. In order for DAS to evaluate the impacts of the cost-of-service study, they have indicated that the pricing schedule will remain constant through June 30, 2024. In the interim, a six-month amendment will be proposed to extend the current agreement, which will be brought before the City Council for approval. The City of Riverside recognizes that the current costs are not sustainable, and staff will investigate alternatives to alleviate the rising Animal Control field services and overhead costs. In parallel, the City will evaluate different cost-saving options including outsourcing alternatives and thus issuing a Request for Proposals, potential in-sourcing efforts, or re-negotiating the current agreement to sustainable levels.

This item is in compliance with Purchasing Resolution 23914, Article Seven: Acquisition of Services, Section 702 "Exceptions" which states that "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the

following circumstances: ... (g) Where payment for Services is to be made to a Federal, State, and/or other public entity”.

The Purchasing Manager concurs that the recommendation to approve is in compliance with Purchasing Resolution 23914.

STRATEGIC PLAN ALIGNMENT:

This Agreement supports **Strategic Priority 2** – Community Well-Being and aligns with **Goal 2.3** - Strengthen neighborhood identities and improve community health and the physical environment through amenities and programs that foster an increased sense of community and enhanced feelings of pride and belonging citywide; and **Goal 2.4** - Support programs and innovations that enhance community safety, encourage neighborhood engagement and build public trust.

Furthermore, this project aligns with each of the five Cross-Cutting Threads:

1. **Community Trust** – Providing animal licensing and field services to the public not only meets state and local ordinances but is also an integral component of the statewide rabies control effort. These services, along with related enforcement activities, help promote safe communities.
2. **Equity** – All animal services are available to all Riverside residents and business owners.
3. **Fiscal Responsibility** – This proposed amendment exemplifies the partnership between the City of Riverside’s Public Works Department and the County of Riverside Department of Animal Services and demonstrates responsible management of the City’s financial resources while providing quality public services to all.
4. **Innovation** – This proposed amendment provides an opportunity for both the City and the County to prepare for the future by leveraging their collaborative partnership to create adaptive processes in future agreements.
5. **Sustainability & Resiliency** – Maintaining service agreements such as this allows the City of Riverside to meet the needs of the present without compromising the needs of the future and ensures the City’s capacity to persevere, adapt and grow during good and difficult times alike.

FISCAL IMPACT:

The fiscal impact for the Second Amendment to the Agreement with the County of Riverside for Animal Control Field and Licensing Services is \$3,600,000 and is included in the FY 2022/23 and FY 2023/24 General Fund, Non-Departmental – Public Works, Riverside County Animal Control account 7241000-450319. At the close of FY 2022/23, the item was overbudget by \$481,221.02; however, there are sufficient General Fund savings to offset the budget overage. For the remainder of the contract term, sufficient funds are allocated to the FY 2023/24 budget. Table 1 shows a breakout of the projected costs associated with the Second Amendment to the Agreement for the January 1, 2023 through December 31, 2023 contract term.

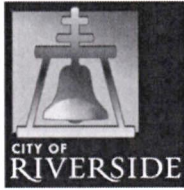
Table 1 – Projected Costs

		Calendar Year 2023
Field Services – 6 Animal Control Officers (Fixed)		\$1,638,749
Licensing Personnel – 2 Animal Control Officers (Fixed)		\$546,250
Shelter Care – Kenneling Costs (Estimated)		\$1,445,500
Field Services – Animal Control Officer OT (Estimated)		\$280,000
Licensing Administrative Fee (Estimated)		\$195,000
Revenue (Estimated)		(505,499)
	Total:	\$3,600,000

Prepared by: Gilbert Hernandez, Public Works Director
 Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
 Approved by: Kris Martinez, Assistant City Manager
 Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. County of Riverside Board of Supervisors Policy B4
2. Proposed Second Amendment
3. Executed Agreement for Animal Control Field and Licensing Services
4. Executed First Amendment for Animal Control Field and Licensing Services
5. Animal Control Officer Fee Breakdown
6. Presentation



City of Arts & Innovation

CITY COUNCIL

MINUTES

TUESDAY, OCTOBER 10, 2023, 1 P.M.
PUBLIC COMMENT IN PERSON/TELEPHONE
ART PICK COUNCIL CHAMBER
3900 MAIN STREET

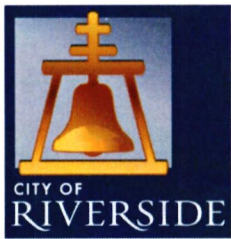
DOWNTOWN PARKING AND BUSINESS IMPROVEMENT AREA ANNUAL ASSESSMENT - PUBLIC HEARING SCHEDULED - RESOLUTION

The City Council (1) received and approved the Annual Report of the Riverside Downtown Partnership, acting in its capacity as the Advisory Board to the Downtown Parking and Business Improvement Area; (2) adopted a Resolution declaring the City of Riverside's intention to levy an annual assessment in the Downtown Business Improvement Area for Calendar Year 2024, from January 1, 2024, through December 31, 2024; and (3) scheduled a public hearing for October 24, 2023, at 3:00 p.m. on the levy of the proposed assessment; whereupon, the title having been read and further reading waived, Resolution No. 24047 of the City Council of the City of Riverside, California, Declaring its Intention to Levy an Annual Assessment in the Downtown Parking and Business Improvement Area for Calendar Year 2024 Pursuant to Section 36534 of the California Streets and Highways Code, Generally Describing the Improvements and Activities to be Undertaken and Fixing the Time and Place for a Public Hearing Before the City Council of the City of Riverside on the Levy of the Proposed Assessment, was presented and adopted.

DISCUSSION CALENDAR

AGREEMENT AMENDMENT - ANIMAL CONTROL FIELD AND LICENSING SERVICES

Following discussion, it was moved by Councilmember Perry and seconded by Councilwoman Plascencia to (1) approve the Second Amendment to the Agreement for Animal Control Field and Licensing Services with the County of Riverside, Department of Animal Services for a term retroactive to January 1, 2023, through December 31, 2023, in the amount of \$3,600,000; (2) authorize the City Manager, or designee, to execute the Second Amendment, including making minor and non-substantive changes; (3) direct staff to research and evaluate alternatives to decrease Animal Control Field Services costs including issuing a Request for Proposals to compare and evaluate outsourcing field and shelter services, and perform a cost evaluation on in-sourcing animal control services; and (4) direct staff to share the results of the outsourcing RFP, in-sourcing cost evaluation, and County of Riverside Department of Animal Services Approved Rates for Fiscal Year 2024-25 with the Land Use, Sustainability, and Resilience Committee and City Council to advise on the next course of action. The motion carried with Councilmembers Edwards, Cervantes, Conder, Perry, and Hemenway, and Councilwoman Plascencia voting aye and Councilmember Fierro absent.



MEMO

Public Works Department

DATE: 10/18/2023

TO: HAROLD JONES, ADMINISTRATIVE SERVICES OFFICER

FROM: KRISTY GARCIA, FISCAL MANAGER

CC: NATHAN MUSTAFA, DEPUTY PUBLIC WORKS DIRECTOR; LEE WITHERS, DEPUTY PUBLIC WORKS DIRECTOR; ERIN GETTIS, RIVERSIDE COUNTY DAS, ANIMAL SERVICES DIRECTOR; DIANA PALATTO, PRINCIPAL MANAGEMENT ANALYST

RE: SECOND AMENDMENT TO THE AGREEMENT FOR ANIMAL CONTROL FIELD AND LICENSING SERVICES WITH THE COUNTY OF RIVERSIDE, DEPARTMENT OF ANIMAL SERVICES

On October 10, 2023, City Council approved the Second Amendment to the Agreement for Animal Control Field and Licensing Services with the County of Riverside, Department of Animal Services in the amount of \$3,600,000 through December 31, 2023. An original copy of the Second Amendment, signed by City officials, is enclosed.

Please obtain signatures from authorized County representatives and return a certified copy of the fully executed Second Amendment to the following address for further processing:

City of Riverside
Public Works Department
Attn: Kristy Garcia
3900 Main Street
Riverside, CA 92522

Once the fully executed Second Amendment is received, a purchase order will be issued in order to process future and outstanding invoices with County DAS.

Enclosures:

- 1) Second Amendment to Agreement for Animal Control Field and Licensing Services
- 2) City Council Memorandum – October 10, 2023
- 3) City Council October 10, 2023 Meeting Minutes