

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



**ITEM: 3.10
(ID # 29139)**

MEETING DATE:

Tuesday, December 16, 2025

FROM : ANIMAL SERVICES

SUBJECT: ANIMAL SERVICES: Ratify and Approve Amendment No. 1 to the Professional Services Agreement with Animal Balance for Spay & Neuter Clinics to extend the agreement for the period of one (1) year, from July 1, 2025 through June 30, 2026, without seeking competitive bids; increase the aggregate total amount from \$50,000 to \$350,000; and, increase the scheduled site locations from one (1) site to three (3) site locations. All Districts [Total Cost \$350,000; plus, up to \$30,000 in additional compensation - 100% General Fund - Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Amendment No. 1 to the Professional Services Agreement (ANARC-94874-008-06/25) with Animal Balance for Spay & Neuter Clinics without seeking competitive bids to: (a) extend the Agreement period for one (1) year without an option to renew from July 1, 2025 through June 30, 2026; (b) increase the aggregate total amount from \$50,000 to \$350,000; and (c) increase the scheduled site locations from one (1) site to three (3) site locations;
2. Authorize the Chair of the Board to sign Amendment No. 1 on behalf of the County;

Continued on Page 2

ACTION:Policy


Mary Martin 12/8/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: Medina
Date: December 16, 2025
xc: Animal Services

Kimberly A. Rector
Clerk of the Board

By: 

Deputy

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

RECOMMENDED MOTION: That the Board of Supervisors:

3. Authorize the Purchasing Agent in accordance with Ordinance 459, based on the availability of fiscal funding and as approved to form by County Counsel, to: (a) sign amendments that exercise the options of the Agreement, including modifications of the statement of services that stay within the intent of the Agreement; (b) sign amendments to the compensation provisions that do not exceed \$30,000 in additional compensation; and
4. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to issue Purchase Orders for the required services that do not exceed the Board of Supervisor total approved amount for the term of the Agreement.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 300,000	\$ 0	\$ 300,000	\$ 0
NET COUNTY COST	\$ 300,000	\$ 0	\$ 300,000	\$ 0
SOURCE OF FUNDS: 100% General Fund			Budget Adjustment:	No
			For Fiscal Year:	25/26

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The State of California Senate Bill 1301, Vincent, Chapter 253, and Riverside County Ordinance No. 560 both require the County to provide spay and neuter services. State Senate Bill 1301 prohibits “each public pound or animal shelter from selling or giving away any dog or cat that has not been spayed or neutered” for the purpose of reducing overpopulation of dogs and cats. County Ordinance No. 560 requires the County to provide members of the public spay and neuter services for animals being adopted from a shelter. The Department is facing issues in its ability to perform required spay and neuter surgeries in a timely manner due to staff veterinarian shortages and the increase in urbanization of Riverside County. The shelters are overcapacity due to the increasing number of shelter intakes. There is currently a waitlist of four to five months for an animal to be spayed or neutered.

Through this Amendment No. 1 for the provision of high-volume spay and neuter clinics services, Animal Balance will provide the crucial spay and neuter surgeries at a minimum of two-hundred surgeries per clinic, as required by State law and County ordinance. The County is also increasing the scheduled site locations from one site to three site locations where spay and neuter clinic services will be scheduled:

Western Riverside County Animal Shelter, 6851 Van Buren Blvd., Jurupa Valley, CA 92509
 Coachella Valley Animal Campus, 72-050 Pet Land Place, Thousand Palms, CA 92276
 San Jacinto Valley Animal Campus, 581 S. Grand Ave., San Jacinto, CA 92582

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Impact on Residents and Businesses

It is vital to both residents and business that animal shelters have the resources to control the overpopulation of animals resulting in reduced public health concerns. The County is also committed to Become a No-Kill Community to strive to save every dog and cat in a Shelter (Minute Order 3.71, 5/20/2025). Greater control over pet overpopulation reduces the probability of future animals having to face euthanasia.

Additional Fiscal Information

There is no new financial impact on the County's general fund. The funding has been established in the Department's annual budget.

Description	FY25/26	Total
Total Costs	\$300,000	\$300,000

Contract History and Price Reasonableness

County Purchasing on behalf of Animal Services approved Single Source Justification #25-147 to establish the Agreement between the County and Animal Balance, ANARC-94875-008-06/25, for the period of April 1, 2025 through June 30, 2025, at a compensation amount of \$50,000 annually. County Purchasing has approved Amendment No. 1 to the Agreement and Single Source Justification #25-147a to extend the Agreement until June 30, 2026; at a compensation amount of \$300,000.

Lower cost spay and neuter surgeries provided by private veterinarians may range from \$100 to \$265, varying by animal, gender, weight, and size; total cost for two hundred private veterinarian surgeries would cost the County up to \$53,000. Animal Balance will perform two-hundred surgeries per clinic at a flat rate of \$42,000.

ATTACHMENTS (if any, in this order):

1. Amendment No. 1 to the Professional Services Agreement with Animal Balance.
2. Single Source Justification #25-147a


Melissa Curtis, Deputy Director of Purchasing and Fleet 12/8/2025


Aaron Gettis, Chief of Deputy County Counsel 12/9/2025

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT
WITH
ANIMAL BALANCE

Original Contract Term:	4/1/2025 through 6/30/2025
Contract Term Extended To:	6/30/2026
Effective Date of Amendment:	7/01/2025
Original Annual Maximum Contract Amount:	\$50,000
Amended Annual Maximum Contract Amount:	\$350,000
Contract ID:	ANARC-94874-008-06/25

The Professional Services Agreement for Spay & Neuter Clinics between the County of Riverside, a political subdivision of the State of California, on behalf of its Department of Animal Services (COUNTY), and Animal Balance, a California corporation (CONTRACTOR), entered into as of the Effective Date of July 1, 2025, is amended in this First Amendment as follows:

RECITALS

WHEREAS, COUNTY and CONTRACTOR entered into and ratified that certain Professional Services Agreement for Spay & Neuter Clinics between County of Riverside and Animal Balance, executed on June 30, 2025 (Agreement); and

WHEREAS, COUNTY and CONTRACTOR desire to correct the effective date and amend the Agreement to increase aggregate compensation amount.

NOW, THEREFORE, for good and valuable consideration the receipt and adequacy of which hereby acknowledged, COUNTY and CONTRACTOR hereto agree to amend the Agreement as follows:

1. The first sentence in Section 2.1 (Period of Performance) of the Agreement is hereby deleted in its entirety and replaced with the following:

“This Agreement shall be effective on April 1, 2025 (“Effective Date”) upon signature of this Agreement by both parties and continues in effect through June 30th, 2026.”

2. The second sentence in Section 3.1 (Compensation) of the Agreement is hereby deleted in its entirety and replaced with the following:

“Maximum payments by the COUNTY to CONTRACTOR shall not exceed three hundred thousand dollars (\$350,000), including all expenses, based on the availability of fiscal funding during the period of performance of the Agreement.”

3. The “Exhibit A” “Scope of Services”, Section 4. (Schedules Sites) of the Agreement is hereby deleted in its entirety and replaced with the following:

4. Scheduled Sites are hereby added to the Agreement:


1. Western Riverside County Animal Shelter, 6851 Van Buren Blvd, Jurupa Valley, CA 92509

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT
WITH
ANIMAL BALANCE


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2. Coachella Valley Animal Campus, 72-050 Pet Land Place, Thousand Palms, CA 92276
 3. San Jacinto Valley Animal Campus, 581 S. Grand Ave., San Jacinto, CA 92582
4. All other terms and conditions of the Agreement not modified herein shall remain unchanged.
5. The effective date of this First Amendment shall be July 1, 2025.

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

COUNTY OF RIVERSIDE, a political subdivision of the State of California

By: 
V. Manuel Perez, Chairman
Board of Supervisors
Dated: DEC 16 2025

Animal Balance, a California corporation.

By: 
Emma Clifford
Title: Executive Director
Dated: Dec 4, 2025


ATTEST:

Kimberly Rector
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:

Minh C. Tran
County Counsel

By: 
Amrit P. Dhillon
Deputy County Counsel









FIRST AMENDMENT TO THE AGREEMENT

Final Audit Report

2025-12-04

Created:	2025-12-04
By:	Cynthia Murcio (cmurcio@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAADDw3_NRt00HxiY9PnYxAkpVmV00JPC0k

"FIRST AMENDMENT TO THE AGREEMENT" History

-  Document created by Cynthia Murcio (cmurcio@rivco.org)
2025-12-04 - 10:13:30 PM GMT
-  Document emailed to Emma Clifford (clifford@animalbalance.org) for signature
2025-12-04 - 10:13:34 PM GMT
-  Email viewed by Emma Clifford (clifford@animalbalance.org)
2025-12-04 - 10:14:09 PM GMT
-  Document e-signed by Emma Clifford (clifford@animalbalance.org)
Signature Date: 2025-12-04 - 10:18:05 PM GMT - Time Source: server
-  Document emailed to Amrit Dhillon (adhillon@rivco.org) for signature
2025-12-04 - 10:18:06 PM GMT
-  Email viewed by Amrit Dhillon (adhillon@rivco.org)
2025-12-04 - 11:15:28 PM GMT
-  Document e-signed by Amrit Dhillon (adhillon@rivco.org)
Signature Date: 2025-12-04 - 11:15:46 PM GMT - Time Source: server
-  Agreement completed.
2025-12-04 - 11:15:46 PM GMT



Department of Animal Service
Mary Martin, Director

Operations Division
Kimberly Youngberg, Assistant Director

SSJ No.: 25-147

Amendment No.: _1_

Date: Thursday, November 13, 2025

From: Mary Martin, Director

To: Purchasing Agent

Via: Ellie Ubina, Administrative Services Supervisor, (951) 358-7318

Subject: Request for Spay & Neuter Clinics

Supporting Documents: indicate which are included in the request from the list below.

Supplier Quote Supplier Sole Source Letter Final draft agreement
 Final draft Form 11 H-11 approved by RCIT/TSOC Grant Agreement
 Other: SSJ 25-147

1. Supplier Name: Animal Balance Supplier ID: 0000269791

2. Reason or Justification for the Amendment:

The Department is requesting an amendment to SSJ 25-147 to increase the annual amount by \$300,000, from \$50,000 to \$350,000. The purpose of the increase is for the department to add two additional spay and neuter clinics.

Approval of this amendment to SSJ 25-147 to the Professional Services Agreement (ANARC-94874-008-06/25) will: (a) extend the Agreement period for one year without an option to renew, from July 1st, 2025 through June 30, 2026 without seeking competitive bids; and, (b) increase the annual Agreement amount by \$300,000, from \$50,000 to \$350,000.

The Department is also requesting that Exhibit "A" "Scope of Services" Section 4 (Schedules Sites) of the Agreement be deleted in its entirety and replaced with the following:



Department of Animal Service
Mary Martin, Director

Operations Division
Kimberly Youngberg, Assistant Director

Scheduled Sites

1. Western Riverside County Animal Shelter, 6851 Van Buren Blvd., Jurupa Valley, CA 92509
2. Coachella Valley Animal Campus, 72-050 Petland Place, Thousand Palms, CA 92276
3. San Jacinto Valley Animal Campus, 581 S. Grand Ave., San Jacinto, CA 92582

3. Please include the initial costs from the prior reviewed assigned SSJ in the table below:

Description:	FY 25/26	FY _____	FY _____	FY _____	FY _____	Total
One-time Costs:	\$42,000					
<i>200 Spay/Neuter Surgeries</i>						
201 or greater surgeries, \$100 EA	\$8,000					
Total Costs	\$50,000					

a. Amended goods and/or services costs must be identified below (If applicable):

Description:	FY 25/26	FY _____	FY _____	FY _____	FY _____	Total
One-time Costs:	\$294,000					
<i>200 Spay/Neuter Surgeries</i>						
201 or greater Spay/Neuter Surgeries \$100 EA	\$56,000					
Total Costs	\$350,000					

* With an annual contingency of up to \$30,000, for a total amount of \$380,000.

4. Period of Performance: July 1, 2025, through June 30, 2026

Ratify Start Date (if applicable): 7/1/2025

Initial Term Start Date: April 1, 2025, End Date: June 30, 2025 (ANARC-94874-008-06/25)



Department of Animal Service
Mary Martin, Director

Operations Division
Kimberly Youngberg, Assistant Director

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): N/A

Aggregate Term/ End Date: N/A

5. Projected Board of Supervisor Date (if applicable): December 9, 2025

By signing below, I certify that all contractual and legal requirements to do business with the selected supplier has been fully vetted and approved.

Mark Sigman	<i>Mark Sigman</i>	11-13-25
Print Name	Fiscal Manager	Date

Mary Martin	<i>Mark Sigman for Mary Martin</i>	11-13-25
Print Name	Department Head Signature (Executive Level Designee)	Date

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PCS Reviewed:

Jennifer Hernandez	[Signature]	11/13/2025
Print Name	Signature	Date

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to psources@rivco.org, and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.

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The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Review and Comments: _____

[Signature]	11/13/2025	25-147a
Purchasing Agent Signature	Date	Tracking Number (Reference on Purchasing Documents)