



# CITY COUNCIL AGENDA REPORT

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MEETING DATE: January 20, 2015

ITEM NUMBER: **CC-8**

**SUBJECT: ANIMAL SHELTER SERVICES**

**DATE: December 17, 2014**

**FROM: CHIEF EXECUTIVE OFFICE / POLICE DEPARTMENT – ADMINISTRATION DIVISION**

**PRESENTATION BY: GREG SCOTT, LIEUTENANT**

**FOR FURTHER INFORMATION CONTACT: GREG SCOTT 714-754-5265**

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## **RECOMMENDATION**

1. Award the animal shelter and related services contract to the Orange County Humane Society (OCHS), 21632 Newland St., Huntington Beach, California, in the amount of \$75,000 with automatic annual adjustments as specified in the Professional Services Agreement.
2. Authorize the Mayor and the City Clerk to execute the Professional Services Agreement for the contract.

## **BACKGROUND**

At the December 9, 2008 study session, City Council directed staff to pursue a Professional Services Agreement with the Orange County Humane Society (OCHS) for animal shelter services. This agreement was entered into January 20<sup>th</sup>, 2009 between the City of Costa Mesa and the Orange County Humane Society (OCHS). This agreement continued for three (3) years and five (5) months, ending on June 30<sup>th</sup>, 2012. The City subsequently exercised its option to renew the agreement for two (2) successive one (1) year periods through June 30<sup>th</sup>, 2014. The City entered into an interim agreement for animal shelter services with the Orange County Humane Society (OCHS) through January 31<sup>st</sup>, 2015, allowing the City to consider alternative viable animal shelter services.

## **ANALYSIS**

The City of Costa Mesa requires animal shelter services which accommodate the needs of Costa Mesa Animal Control staff and the City. A Request for Proposal (RFP) was distributed for animal shelter services on October 2<sup>nd</sup>, 2014 to the following six (6) service providers:

- WAGS Pet Adoption
- Orange County Community Resources
- City of Irvine
- Orange County Humane Society
- Laguna Beach Animal Shelter
- Seal Beach Animal Care Center

Respondents were able to provide proposals by the October 24<sup>th</sup>, 2014 deadline. Emails of the RFP for animal shelter services were directly sent to the listed service providers. In addition,

the RFP was posted on the City website and legal notice was provided to the City Clerk's office. By the listed deadline, only one proposal was returned; this was provided by the Orange County Humane Society (OCHS).

#### Term and Termination

OCHS's proposed agreement includes a one-year agreement with an automatic renewal for two additional one-year periods (unless the City provides written notice otherwise prior to the expiration of a term).

#### Compensation and Billing

OCHS's proposed agreement lists payment in accordance with the fee schedule set forth in the Professional Services Agreement, i.e. not to exceed \$75,000.00 for the initial term of the agreement. If the agreement is renewed pursuant to conditions in the agreement, the service provider shall be entitled to an increase in compensation of three percent (3%) for each renewal.

### **ALTERNATIVES CONSIDERED**

The City of Costa Mesa has fulfilled its due diligence obligation seeking an available service provider prepared to provide accommodating animal shelter services for the City of Costa Mesa. Only one (1) respondent, i.e. OCHS, Costa Mesa's current animal shelter services provider, responded to the RFP process.

The City's alternative to accepting OCHS's proposed agreement is to continue a temporary month-to-month interim agreement with OCHS, while evaluating alternative animal shelter service providers in further outlying locales.

### **FISCAL REVIEW:**

\$115,000 has been allocated for the FY 14-15 Animal Control budget (maintenance and operations). This budgeted amount, maintained in the proposed FY 15-16 Animal Control budget, would cover operating expenses under the proposed agreement if the listed Professional Services Agreement with the Orange County Humane Society (OCHS) is approved by the City Council.

### **LEGAL REVIEW**

The City Attorney's office has reviewed and approved the attached Professional Services Agreement as to form.

### **CONCLUSION**

It is recommended that City Council award animal shelter services to the Orange County Humane Society (OCHS) in the amount of \$75,000 per year with the automatic annual adjustments specified in the Professional Services Agreement, and authorize the Mayor and the City Clerk to execute the Professional Services Agreement.

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GREG P. SCOTT  
Police Department – Lieutenant  
Costa Mesa Special Services Bureau

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RICHARD L. FRANCIS  
Assistant Chief Executive Officer

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STEPHEN DUNIVENT  
Interim Director of Finance

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TOM DUARTE  
City Attorney

DISTRIBUTION:

- ATTACHMENTS:
1. [Professional Services Agreement with OCHS](#)
  2. [California Department of Public Health-Local Rabies Control Activities Annual Report, 2011](#)