

# Agenda Report

September 10, 2012

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee

**FROM:** Director of Finance

**SUBJECT: AMENDMENT TO CONTRACT NO. 20,483 WITH THE PASADENA HUMANE SOCIETY & SPCA (PHS) FOR POUNDMASTER SERVICES**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize the City Manager to amend the provisions of Contract No. 20,483, without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with the Pasadena Humane Society & SPCA (PHS) for Poundmaster services through June 30, 2015 allowing for an annual increase per the Los Angeles-Riverside-Orange County, CA CPI for April not to exceed 3 percent, resulting in an amount not to exceed \$93,048.56 per month for FY 2013 beginning September 1, 2012; and
2. Grant this contract an exemption from the competitive selection process of the Competitive Bidding and Purchasing Ordinance pursuant to Pasadena Municipal Code (PMC) 4.08.049(B) contracts for which the City's best interests are served.

## **BACKGROUND:**

For the last 109 years, the City of Pasadena has utilized the Pasadena Humane Society & SPCA (PHS) to meet the California Health and Safety Code (Section 1920) which mandates that the governing body of each city maintains an animal control shelter system and a rabies control program to provide for public health and safety. The City of Pasadena has contracted with PHS to meet this requirement through the appointment of PHS as Poundmaster. In addition to being cost-effective (as compared to the direct City operation of an animal control shelter), PHS offers services and programs far exceeding those offered by the County of Los Angeles, the alternate provider for these services.

The current contract between the City and PHS, which was authorized by the City Council in August 2011, is for a month-to-month term not to exceed 12 months. Basic services under the current contract #20,483 include:

1. Patrol services on streets and public ways of the City seven days a week with one vehicle from 6 a.m. to 8 a.m., two vehicles from 8 a.m. to 5 p.m., and one vehicle from 5 p.m. to 6 p.m. During daylight savings time, at least one vehicle would patrol from 6 p.m. to 9 p.m., with one officer per vehicle.
2. Pick up and impound services during patrol hours and 24-hour, seven day a week service for sick or injured animals.
3. Shelter and veterinary care to all impounded animals in accordance with state law.
4. Investigation and quarantine services for animal bite incidents and complaints involving animal cruelty charges and barking and/or excessively noisy animals.
5. Pound sheltering provision and operation services including deceased animal disposal and the issuance of citations for violations of the animal ordinance.
6. Community programs such as low-cost spay and neuter clinic, free sterilization of pit bulls, chihuahuas, and feral cats, vaccination clinics, behavior and training classes, humane education programs, wildlife education and rehabilitation, and response to natural disaster situations. These programs will be expanded with the PHS expansion project.
7. Response to calls to assist from Pasadena Police Department, Pasadena Fire Department, and the Public Works Department, 24 hours a day.
8. Response and assistance to calls regarding predatory wildlife until California Fish and Game can respond.

Over the past several months, staff has worked with PHS staff to develop a contract which provides better methods of quantifying the services received by the City, a longer contract term to increase effectiveness and efficiencies, and increases in the services provided to the City, including administration of the animal licensing program, an animal canvassing program, and monitoring at the off-leash dog area at Vina Vieja Park and all other City parks and open areas.

During this analysis, staff reviewed other service provider options including Los Angeles County and other jurisdictions. These options are not being recommended, due to a combination of service levels and transportation logistics that were less favorable than those offered by PHS. Staff also reviewed the option of developing an enhanced animal licensing and canvassing program in-house. Although it is estimated that an enhanced in-house program could generate additional revenue, it would require hiring additional city employees that, with benefits, equipment, and overhead, would be more expensive

than what PHS is proposing. PHS also has an existing team of employees who deal with animal licensing and share the workload allowing them to add fewer employees to provide licensing services to Pasadena. PHS proposes to provide these services for \$87,000 plus 50 percent of any revenue over \$87,000. This proposal would improve the animal control/ licensing compliance monitoring and collections function at a lower cost. Additionally, given the extensive experience of PHS in providing animal licensing and canvassing services, staff believes that contracting with PHS to provide these services in conjunction with other Poundmaster services provides a more comprehensive, efficient, and effective program. Eighteen other jurisdictions were surveyed to ascertain how they were providing animal regulation services. Seventy-three percent of the jurisdictions surveyed contract out these services either through the Humane Society, the county, or to a private contractor. PHS proposes to provide the following services in addition to the services provided under the current contract listed above.

- Dog park patrol and enforcement; two officers, a minimum of two hours per week staggered during hours of most popular use.
- Monthly reports of patrol hours specifying locations (areas), and incident specifics by the seventh of each month
- Establishment of a successful animal licensing and canvassing program within the city that is in compliance with state law and consists of licensing and canvassing personnel, vehicles, and equipment. Canvassing will be conducted three times per week throughout the year beginning July 2013.
- For fiscal year 2013, Pasadena will continue to issue dog licenses. PHS will work with Pasadena to run the program for fiscal year 2014.
- Creation of a database to track population of dog breeds within the city.
- At least seven, low-cost vaccination clinics per year. The number of vaccine clinics will expand upon the opening of the Animal Care Campus.
- Expansion of our current facilities and construction of an Animal Care Campus. This project will include a wellness center offering low-cost spay and neutering, vaccinations, microchips, expansion of behavior and training classes, humane education, and community outreach programs.

Partnership in the enhanced canvassing and licensing program to allow for a 50-50 sharing of revenues received above the cost of providing the service. Because the animal licensing renewal period is over for this year, staff would work with PHS to develop a transition plan for the animal licensing/canvassing function including a review of rates and process improvements to be implemented in FY2014.

PHS also developed a service quantification methodology that will provide a better monitoring mechanism for the City to ensure that the services contracted and paid for are received. Although recent audits and reviews of provided services have shown that

PHS has lived up to contract requirements, this improvement will enhance overall transparency including:

- Monthly summaries of activity in Pasadena;
- Detailed call logs upon request;
- An audit of activity by the City.

The long partnership with PHS combined with the benefits of this new, enhanced contract will result in numerous improvements to the animal services program and provide better overall services to the residents of Pasadena.

**COUNCIL POLICY CONSIDERATION:**

The provision of Poundmaster services is consistent with the City Council's strategic planning goal to ensure public safety.

**FISCAL IMPACT:**

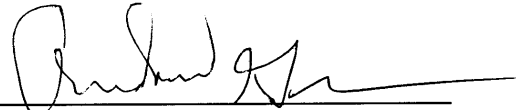
The cost of this action will increase the amount paid to the PHS through June 30, 2013 to \$93,048.56 per month or \$930,485.62 for ten months. On July 1 2013 and July 1, 2014, the rate would increase by the Los Angeles-Riverside-Orange County CA CPI for April not to exceed 3 percent totaling up to \$1,150,080.21 for FY 2014 and up to \$1,184,582.61 for FY 2015 depending on CPI. The contract term would end June 30, 2015. As additional compensation, PHS would retain the first \$87,000 of the licensing revenue in fiscal year 2014 and the first \$80,000 for FY 2015 to fund an animal licensing/canvassing program for the City of Pasadena. Any licensing revenue collected over \$87,000 in FY 2014 and over \$80,000 for FY 2015 would be shared on a 50/50 basis between the City and PHS.

The total expense for services provided by PHS would be the following maximum amount that would depend on CPI and the success of the animal licensing/canvassing program.

- FY2013 – \$930,485.62
- FY2014 – \$1,150,080.21 + net cost for animal licensing/canvassing program
- FY2015 – \$1,184,582.61 + net cost for animal licensing/canvassing program]

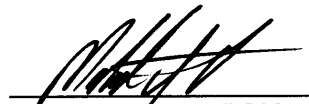
Funding for FY 2013 action will be addressed by the use of existing budgeted appropriations in the FY 2013 budget in account # 8114-203-562000, Contract Services. It is anticipated that all costs will be spent during the current fiscal year. No additional indirect and support costs such as maintenance and IT support are anticipated. Future costs will be included in the budgets of the applicable year.

Respectfully submitted,



ANDREW GREEN  
Director of Finance  
Department of Finance

Approved by:



MICHAEL J. BECK  
City Manager

**Disclosure Pursuant to the  
City of Pasadena Taxpayer Protection Amendment  
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

*(If printing, please print legibly. Use additional sheets as necessary.)*

**1. Contractor/Organization Name:**  
PASADENA HUMANE SOCIETY & STCA

**2. Type of Entity:**  
 non-government     nonprofit 501(c)(3), (4), or (6)

**3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:**

VOLUNTEER BOARD OF DIRECTORS:  
NARY PLAMANN - CHAIR, KARON KIEFABER - VICE CHAIR,  
CARL KIRBY - VICE CHAIR, JENNIFER THORNTON WILSON - SECRETARY  
WETA MATHIAS - TREASURER, KALLA BERENSTEN, SPINATA SAMUDRALA,  
ROBERT FIDLER, PETE STEWELL, RUSSELL GLASPER, GERALD  
KNAPTON, DAVID MALONE

\_\_\_\_\_  
PRESIDENT/CEO STEVEN MCNALL  
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**4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:**

N/A  
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Prepared by: ELIZABETH FICHER CAMPO

Title: SR. V.P.

Phone: ~~626 806 3~~ 626 792 7151 x168

Date: 9/5/12