



Agenda Report

March 12, 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 (PHS) FOR POUNDMASTER SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to amend the provisions of the Pasadena Humane Society (PHS) Contract No. 20,483 without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, for Poundmaster services through August 31, 2012, allowing for a 3 percent CPI adjustment effective March 1, 2012, resulting in an amount not to exceed \$91,655.40 per month; and
2. Grant this contract an exemption from the competitive bidding 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:

The California Health and Safety Code (Section 1920) mandates that the governing body of each city maintain an animal control shelter system and a rabies control program to provide for public health and safety. The primary components of an animal and rabies control program include stray animal control, canine immunizations, public education, and animal bite investigations.

Since 1904 the City of Pasadena has contracted with PHS for the above-referenced services through their appointment 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 Council in August 2011, is on a month-to-month term not

to exceed 12 months. Basic services under the current contract (Contract No. 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 patrols from 6 p.m. to 9 p.m.;
2. Pick up and impound services during patrol hours and 24-hour, seven days a week service for sick or injured animals;
3. Provide sheltering 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 shelter 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 clinics; 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. Respond to calls to assist from Pasadena Police Department, Pasadena Fire Department, and Public Works 24 hours a day.
8. Respond to calls regarding predatory wildlife and assist until California Fish and Game can respond.

Negotiations have been on-going for an expanded contract that would include animal canvassing and licensing services as well as expanded services at the off-leash dog area at Vina Vieja Park and all other City parks and open areas; however, finalization of an amended contract has not been completed. In the meantime, PHS requested that the existing contract be amended to provide for a 3 percent CPI adjustment retroactive to August 1, 2011. PHS has not had a CPI increase since 2010. As a result, and based on a preliminary review of the documentation provided by PHS, staff believes that a cost of living adjustment is appropriate.

However, staff has not reviewed PHS operational procedures to determine efficiency levels and believes that a retroactive increase is not appropriate. Based on this review, it is recommended that the contract with PHS be amended to include a 3 percent CPI increase on the monthly payment received from Pasadena beginning with the payment for March 2012 and that an expiration date of the contract be set for no later than August 31, 2012. In the interim, staff will continue to work with PHS to develop a more comprehensive agreement to include animal licensing, canvassing, and enhanced dog park monitoring services, in addition to current Poundmaster services. Staff will also

perform a more detailed review of PHS operations to identify improvements that could reduce costs to the City 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 to \$91,655.40 from \$88,985.96 (difference of \$2,669.57) per month beginning in March 2012 through August 2012. This represents an overall contract increase of \$13,347.85 for the remaining 5 month contract term. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the FY 2012 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.

Respectfully submitted,



ANDREW GREEN
Director of Finance
Department of Finance

Approved by:


MICHAEL J. BECK
City Manager