



Agenda Report

June 8, 2026

TO: Honorable Mayor and City Council

THROUGH: Public Safety Committee (May 28, 2026)

FROM: Department of Public Health

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE PASADENA HUMANE SOCIETY TO PROVIDE ANIMAL CARE AND CONTROL SERVICES FOR FIVE YEARS IN AN AMOUNT NOT-TO-EXCEED \$10,473,183

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action in the agenda report is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21065 of CEQA and within the meaning of State CEQA Guidelines Section 15378(b);
2. It is recommended the City Council grant the proposed contract an exemption from the competitive selection process pursuant to Pasadena Municipal Code 4.08.049(B) contracts for which the City's best interests are served; and
3. Authorize the City Manager to enter into a contract with The Pasadena Humane Society to continue providing animal care and control services, as specified in this report, for a grand total amount not to exceed \$10,473,183 for five years, Competitive Bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services.

BACKGROUND:

Since 1904, the City of Pasadena has contracted with The Pasadena Humane Society ("Pasadena Humane") for the delivery of animal care and control services to satisfy provisions of California Health and Safety Code, Section 121690, requiring the governing body of each city maintain a pound system and rabies control program. Pasadena Humane has served as the City Poundmaster and performed all the powers

and duties conferred and imposed upon the Poundmaster by the Pasadena Municipal Code (“PMC”) and applicable State laws. The current five-year agreement expires June 30, 2026.

Pasadena Humane provides contracted animal care and control services to nine other foothill communities including Arcadia, Bradbury, La Canada Flintridge, Glendale, Monrovia, San Marino, Sierra Madre, South Pasadena, and a handful of unincorporated Los Angeles County areas (Altadena, La Crescenta, and San Pasqual). Pasadena Humane is pursuing concurrent renewal of agreements for eight of the ten communities, including the City of Pasadena.

Staff recommends entering into an agreement with Pasadena Humane to continue all existing services including the following core functions:

- **Animal control and field services:** Respond to calls for service, enforce state and local laws, and investigate reported nuisances
- **Support animal control hearings:** Investigate and present recommendations to a hearing officer on matters related to dog nuisances, potentially dangerous dogs, and vicious dogs
- **Shelter operations:** Coordinate and deliver housing, feeding, enrichment, and spay/neuter for sheltered animals
- **Veterinary care:** Coordinate and deliver routine and 24/7 emergency services for shelter
- **Reporting:** Ensure compliance with state laws and file mandated reports

The proposed agreement incorporates three proposed scope of work changes benefitting the City of Pasadena including:

1. Moving from an answering service after hours to two officers working overnight
2. Transitioning Humane Officers to Certified Animal Control Officers
 - Reduces cost without any impacts to local service
3. Change in response times for dead animals
 - Maintain immediate pick up of dead animals when requested by the Police Department or designated city officials
 - For routine calls, shift from within 2 hours (between 8am-8pm) to within 24 hours of call

Through philanthropic initiatives, Pasadena Humane offers the Pasadena community additional services at no cost to the City of Pasadena that extend beyond the contracted services including: free pet food, medicine, and supplies for families in need with pets (through a program called “Helping Paws”); subsidized vaccines; low-cost spay/neuter, and dog training; post-adoption support and humane education for children and adults; emergency boarding and crisis assistance; and wildlife rehabilitation and community education.

The proposed five-year contract would continue provision of animal care and control services with Pasadena Humane for the period July 1, 2026, to June 30, 2031, for a

grand total not-to-exceed amount of \$10,473,183. The proposed five year engagement is based on a uniform term, scope, and cost allocation for the eight contracted cities.

The contract cost in Year 5 for each city is calculated using the following formula:

$$\$1000 + \left(\$0.15 \times \frac{2025 \text{ City population}}{\text{City population}} \right) + \left(\frac{\$175 \times 3\text{-Year Average \# Service Calls}}{\text{Average \# Service Calls}} \right) + \left(\frac{\$370 \times 3\text{-Year Average \# Live Intakes}}{\text{Average \# Live Intakes}} \right) = \text{Contract Cost in Year 5}$$

The first year cost of the proposed agreement is 10% higher than the current Fiscal Year (“FY”) 2026 cost of \$1,807,242 to align with direct costs of service and an increased service demand. Direct costs for Pasadena Humane have increased an average of 14% per year including increases of 18% in insurance, 11% in utilities, and 21% in supplies over the last five years. Over the same period, the volume of live intakes and field service calls in Pasadena have increased 47% and 24%, respectively.

After the first year, the proposed engagement includes annual increases of 2.6136% each year through the end of the contract term up to the calculated cost for Year 5. If approved, a total of \$1,987,968 will be expended in FY 2027.

Table 1. Summary of Proposed Pasadena Humane Contract Value by Fiscal Year

FY27 Projected Cost	FY28 Projected Cost (+2.6136%)	FY29 Projected Cost (+2.6136%)	FY30 Projected Cost (+2.6136%)	FY31 Projected Cost (+2.6136%)	Total for Five Years
\$1,987,968	\$2,039,928	\$2,093,244	\$2,147,952	\$2,204,091	\$10,473,183

COUNCIL POLICY CONSIDERATION:

This contract is consistent with the City Council’s goal to ensure public safety.

ENVIRONMENTAL ANALYSIS:

CEQA excludes, from environmental review, actions that are not “projects” as defined by Public Resources Code Section 21065 and within the meaning of CEQA Guidelines Section 15378(b). Sections 21065 and 15378(b) define a project as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Section 15378 excludes from the definition of “project” continuing administrative or maintenance activities, such as purchases for supplies and services. The actions proposed herein, authorizing the City Manager to enter into a contract for animal care and control services, is an administrative activity, and therefore is not a “project” as defined by CEQA. Since the action is not a project subject to CEQA, no environmental document is required.

It is important to note that, in accordance with the City's adopted Urban Wildlife Management Plan, coyote abatement would only be conducted by representatives of the California Department of Fish and Wildlife or a state licensed animal trapping agent under contract with the City of Pasadena. The only circumstance under which Pasadena Humane will manage a coyote, or other wild animal, is if it is injured or ill where they are no longer mobile.

FISCAL IMPACT:

The total cost of the proposed services in FY 2027 is \$1,987,968. After the first year, the contract includes a 2.6136% annual increase through the end of the five-year contract term. The total not-to-exceed value of the five-year contract is \$10,473,183. If approved, the annual contract cost will be appropriated during the annual budget process each fiscal year.

Respectfully submitted,



MANUEL GARMONA, MPH, MPA
Director
Public Health Department

Approved by:



MATTHEW E. HAWKESWORTH
Interim City Manager