



City of La Quinta

CITY / SA/ HA/ FA MEETING DATE: April 7, 2015

ITEM TITLE: APPROVE AMENDMENT WITH RIVERSIDE COUNTY DEPARTMENT OF ANIMAL SERVICES FOR ANIMAL FIELD SERVICES

AGENDA CATEGORY:

BUSINESS SESSION: 3

CONSENT CALENDAR:

STUDY SESSION:

PUBLIC HEARING:

RECOMMENDED ACTION:

Approve First Amendment to Agreement with Riverside County Department of Animal Services for Animal Field Services to include animal licensing services.

EXECUTIVE SUMMARY:

- The City contracts with Riverside County Department of Animal Services ('RCDAS') for after-hour animal field services, with the City retaining the animal licensing function.
- Staff evaluated a set of business process changes, one of which included contracting with RCDAS for animal licensing services, for the dual purpose of redirecting staff time toward revenue collection and expanded licensing opportunities for residents.
- If approved, recommendations for municipal code amendments will be brought before Council in June, to align with Riverside County Code and contemporary animal control trends.

FISCAL IMPACT:

The cost of this service is \$18,837. The City currently expends \$39,475 to provide this service.

BACKGROUND/ANALYSIS:

The City currently holds an agreement with RCDA for animal field services. Animal licensing, however, has historically been administered by the City. Alternatives to

this function were considered in order to allocate staff time for increased efforts toward revenue recovery. RCDAS provides animal licensing services throughout the Coachella Valley with the exception of Palm Springs and La Quinta. Based upon the desire to retain the highest possible level of service and cost recovery of animal licensing, adding the animal license function to the existing RCDAS agreement would give residents greater access to acquire and renew dog licenses (RCDAS currently provides services by fax, mail, online or at the Coachella Valley Animal Campus). In addition, an RCDAS kiosk would be located in the City's Customer Center for residents who desire to license their animals at City Hall. RCDAS will also train City Hall staff regarding their licensing and field verification protocols.

Over the last fiscal year, the City expended \$39,474.50 to process animal licenses; RCDAS will charge the City \$18,837 for this service. While this does represent a cost savings of \$20,637, the City will not be reducing staff as a result of this change. Instead, the staff assigned to administer the City's animal licenses will assume other duties.

Next Steps

If the Council approves this item, the next steps will be as follows:

- Establish a 'Go Live' date for RCDAS to fully assume licensing duties;
- Initiate a public outreach campaign to educate residents about the change in animal licensing, contact information, and payment options;
- Establish a kiosk with RCDAS portal connection within City Hall;
- Work with RCDAS representatives to extend the current contract for after-hour field services (contract is set to expire on July 1, 2015); and
- Amend the municipal code to align with Riverside County codes regarding animal license fees, mandatory animal micro chipping, and to strongly encourage sterilization of specific dog breeds.

ALTERNATIVES:

As an amendment to the RCDAS agreement would increase cost efficiency and net revenue collection, staff does not recommend an alternative.

Report prepared by: Ted Shove, Business Analyst

Report approved for submission by: Frank J. Spevacek, City Manager

Attachment: 1. Amendment to Agreement

**FIRST AMENDMENT TO THE AGREEMENT
 BETWEEN
 COUNTY OF RIVERSIDE
 AND
 CITY OF LA QUINTA
 (Animal Field Services)**

Agreement No. 13-011 between the County of Riverside through its Department of Animal Services (COUNTY) and City of La Quinta (CITY), approved on August 20, 2013, executed by the Board of Supervisors item 3.17, is hereby amended for the first time effective on the later date of execution by both Parties as follows:

1. Increase and amend all references to the amount of compensation for this performance period from fourteen thousand seven hundred sixty dollars (\$14,760) to twenty-three thousand one hundred forty-one dollars (\$23,141).

2. Delete paragraph 1, from Exhibit A Scope of Animal Field Services, Section 1.9 Licenses for Dogs: and replace with the following paragraph: "COUNTY shall issue dog licenses for CITY residents at CITY's request. City shall provide its own tags for such licenses, but shall coordinate the numbering sequence with COUNTY prior to ordering. All fees collected for dog licenses shall be accounted for by COUNTY and remitted to CITY on a monthly basis, provided however, that COUNTY shall retain the sum of \$5.85 for each dog license issued hereunder. COUNTY shall verify dog license status when responding to complaints about animal behavior. The Animal Control Officer, as part of said officer's regular animal control duties as defined by, but not limited to, the terms of this Agreement, shall conduct license inspection activities during animal control investigations so as to ascertain the number of unlicensed dogs, to license such dogs and to foster compliance with City of La Quinta Municipal Code. COUNTY shall also provide an automated or manual verification system whereby owners can verify the status of their animal's license by telephone."

3. Delete from the Agreement Exhibit B Payment Provision in its entirety and replace with the attached revised Exhibit B Payment Provisions that details actual charges for Stand-by Animal Control Officers and the addition of a one-time data conversion fee for COUNTY to take over dog licensing fees.

4. All other terms and conditions of this Agreement are to remain unchanged.

COUNTY

CITY

By _____
 Marion Ashley, Chairman, Board of Supervisors

By _____

Date _____

Print _____

ATTEST: Kecia Harper-Ihem, Clerk

By _____

**CITY OF LA QUINTA
EXHIBIT B
PAYMENT PROVISIONS
(Revised)**

CITY shall pay to COUNTY on a monthly basis in arrears, with a monthly billing and accounting thereof by COUNTY to CITY those fees which are subject to change as established by County of Riverside Ordinance 630; relative to the services to be performed under this Agreement as follows:

1. Animal Field Services:

1.1 Hourly Standby Animal Control Officer: Estimated at 121 hours x \$82* = \$9,922/year Less than 1/2 FTE is charged hourly \$82 (minimum call out 2 hours). To be billed on actual usage. Estimated total based on past experience.

2. One –time Cost for Manual Input of Dog License Data:

2.1 In order for COUNTY to comply with CITY’s request for COUNTY to take over the dog licensing fees, the current CITY licensing data will need to be input into the COUNTY’s licensing database. The one-time charge for a COUNTY Office Assistant II to manually input the current 3,220 CITY dog licenses data, from text format has been calculated at a productive hourly rate of \$27.59 per hour x 80 hours = \$2,207.

Service	FY13/14	FY14/15	Total
Hourly Standby Animal Control Officers*	\$9,946	\$10,988	\$20,934
One-time Cost for Manual Input of Dog License Data	0	\$2,207	\$2,207
Total	\$9,946	\$13,195	\$23,141

The amounts shown in FY13/14 and FY14/15 are based on actuals as of December 2014.

The scheduled compensation payable to COUNTY for all services as set forth in this agreement is twenty-three thousand one hundred forty-one dollars (\$23,141) for the period commencing July 1, 2013 through June 30, 2015.

*Hourly Standby Animal Control Officer rate may fluctuate based on actual usage.

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