



NAPA COUNTY OFFICE OF SHERIFF- CORONER

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JOHN R. ROBERTSON
Sheriff - Coroner

May 27, 2014

Mitchell Celaya
Chief of Police
City of Calistoga
1232 Washington Street
Calistoga, CA 94515

Re: Request for Proposal to Provide Animal Control Services for the City of Calistoga.

Dear Chief Celaya,

The Napa County Sheriff's Office provides Animal Control Services for unincorporated areas of Napa County and by contract in the cities of Napa and American Canyon. The Napa Sheriff's Office budgets approximately \$922,000 annually to operate Animal Control Services.

The Napa County Sheriff Office Animal Service Officers strive to provide professional animal control services, including:

- Educating the public in humane philosophies and the responsibilities of pet ownership, and the importance of coexistence with wildlife.
- Providing professional emergency rescue and transportation of injured/sick owned, stray or wild animals.
- Enforcing County and State animal welfare and animal control laws, including, but not limited to, reports of animal neglect or abuse, animals at large, rabies control or possible dangerous animals.
- Responding to an animal emergency 24 hours a day.

The County would agree to provide a one year service agreement for the City of Calistoga, to provide them with Animal Control Services. At the end of one year we can reevaluate the costs and transition to a multi-year fixed price contract.

The cost of Animal Control Services for fiscal year 2014/2015 would be \$18,445.00, which is equal to approximately 2% of the total Animal Control Services budget. See attachment "A" for more details regarding the services to be provided. If you are interested in pursuing Animal Control Services from the Napa County Sheriff's Office, please contact me at your earliest convenience.

Sincerely,


Jean Donaldson, Undersheriff



ATTACHMENT "A"

SCOPE OF SERVICES

1. **Services Provided By County.** COUNTY shall enforce the CITY CODE and shall provide to CITY the following services:

a. Animal Control Officers: COUNTY agrees to maintain at least one animal control officer on duty to respond to calls within the CITY area during all regular working hours and at least on call at all other times.

b. Field Services: Field services shall be provided on the following schedule:

Monday through Friday	8:00 A.M. - 1 hr. after sunset
Saturday & Sundays	8:00 A.M. - 5:00 P.M.
Holidays	No regular field services; however on-call/stand-by for emergencies will be available

Field services will be provided as follows:

- (1) Enforcement of dog at large provisions of the Municipal Code
- (2) Routine patrol for stray dogs
- (3) Animal bite investigation
- (4) Injured animal pick-up and treatment
- (5) Stray livestock control
- (6) Enforcement of license and vaccination provisions of the Napa Municipal Code
- (7) Dead animal removal (dogs and cats only; public property only)
- (8) Eradication of rabid or suspected rabid animals
- (9) Assistance to CITY Police including but not limited to:
 - a) Animals in traffic.
 - b) Vicious animal investigations.
 - c) Cruelty investigations.

COUNTY's Animal Control Officer shall have authority to provide the following field services, but primary responsibility for enforcement shall lie with CITY:

- (1) Enforcement of animal regulations in CITY Parks
- (2) Enforcement of the municipal code leash law provisions.

c. Emergency Field Services:

- (1) Emergency field services will be provided at all times that regular animal shelter and field services are not provided. Emergency field services will be provided by having an animal control officer on on-call or stand-by status.
- (2) Emergency Field Services will be provided as follows:
 - a) Injured animals

- b) Dog bite investigations
- c) Rabid animals
- d) Traffic hazard
- e) Assistance to CITY Police

2. Parameters of Animal Services to be Provided.

a. COUNTY's obligation to keep an animal control officer on stand-by is limited to emergency field services.

b. Regular field services, including patrol, shall be provided by the COUNTY to the CITY on an eight (8) hour basis on Saturdays and Sundays.

c. **Reports to be provided to the CITY by the COUNTY.** County shall report to CITY quarterly the level of animal services activity with the CITY. Such reports will describe activities undertaken by COUNTY Animal Control officers assigned to work within CITY limits. Reports shall contain:

Number of CITY cases

Number of citations

Number of Hearings (Potentially Dangerous or Vicious Animals)

Number of bite reports

Number of warning letters sent

Number of Correction notices

3. Potentially Dangerous and Vicious Animal Violations Under County Code and Policies.

The City has enacted Napa Municipal Code Section 6.05, entitled "Potentially Dangerous and Vicious Animals," which authorizes investigation, enforcement and adjudication of potentially dangerous or vicious animal violations and contains substantively equivalent provisions to the Napa County Code Chapter 6.16. So long as CITY retains Section 6.05 substantially equivalent to Section 6.16, COUNTY shall provide all services relating to investigation, enforcement and adjudication of such matters relating to violations of section 6.05, including provision of a Dangerous Animal Hearing Panel and staffing thereof.

4. Services Not Provided By COUNTY. COUNTY shall not enforce nor provide services to CITY that exceed or extend beyond the current provisions of the Napa County Code, including but not limited to the following:

a. COUNTY will not enforce any zoning regulations, including those relating to agricultural operations or animal husbandry, or regulations concerning barking or howling dogs or other similar nuisances caused by animals.

b. COUNTY will not undertake to represent CITY in any judicial or administrative proceedings in relation to CITY's ordinance unless at the time of such representation the provisions of CITY's ordinance are substantively equivalent to the animal control and dangerous animal enforcement and adjudication provisions of Napa County Code Chapter 6.16 as determined by the Napa County Counsel. Notwithstanding the foregoing, COUNTY employees, compelled by a lawful subpoena, will testify as witnesses in judicial or administrative proceedings in which CITY's ordinance may be implicated if not in strict compliance with the COUNTY CODE.

**Napa County
Animal Shelter Per Capita Budget Formula
Fiscal Year 2015-2016**

Estimated Budget Formula Calculation

Napa American C	Participating Population*	Percentage of Population	Projected			Estimated Increase
			Net Cost by Entity	3.0% Capital Charge	Projected Participant Cost	
	19,809	15.0%	\$ 135,142	\$ 4,054	\$ 139,197	FY 14-15 131,615.00
Calistoga	5,200	3.9%	\$ 35,476	\$ 1,064	\$ 36,540	\$ 7,581.60
Napa	77,805	58.8%	\$ 530,807	\$ 15,924	\$ 546,731	\$ 29,780.86
Yountville	2,999	2.3%	\$ 20,460	\$ 614	\$ 21,074	\$ 1,147.78
Unincorporated	26,567	20.1%	\$ 181,247	\$ 5,437	\$ 186,685	\$ 10,168.64
County Tot	132,380	100.0%	\$ 903,132	\$ 27,094	\$ 930,226	\$ 85,218.96

Revenue	\$ 322,250
Expenses	\$ 1,225,382
Net Cost	\$ 903,132

* Source: 2012 City/County Population Data - State of California Department of Finance