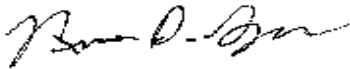


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Richard Spitler, City Manager
DATE: April 21, 2015
SUBJECT: Request for Direction to the City Manager to Negotiate a Professional Services Agreement for Animal Control Services to include Field and Shelter Services for the City of Calistoga.

APPROVAL FOR FORWARDING:



Richard D. Spitler, City Manager

1 **ISSUE:** Request for direction to the City Manager to negotiate a professional services
 2 agreement for Animal Control Services to include field and shelter services for the City
 3 of Calistoga.

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 5 **RECOMMENDATION:** By motion, direct the City Manager to negotiate a
 6 professional services agreement for Animal Control Services to include field and shelter
 7 services for the City of Calistoga.

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 9 **BACKGROUND :** On March 3, 2015 the City Manager presented to the City Council
 10 the status of animal control services within the City with the recommendation that the
 11 Council direct him to enter into negotiations with the County of Napa to provide field and
 12 shelter services. A potential contract would be in the form of a multi-year professional
 13 services agreement.

14
 15 Previously to this, the City Manager attempted to negotiate such as contract with Wine
 16 Country Animal Lovers, Inc. (WCAL) to provide these services. WCAL intended to use
 17 Petaluma Animal Services Foundation (PASF) for field services and the Pet Clinic (Dr.
 18 Franquelin) for shelter services. Due to lack of zoning permits to allow an animal shelter
 19 at the Calistoga Pet Clinic, staff could not recommend a contract with WCAL.

20
 21 At the March 3rd meeting WCAL asked the City Council for a 30 day time extension
 22 before making a decision to address the lack of a viable animal shelter in their proposal.
 23 The City Council granted 49 days stating that the matter would be brought back to them
 24 on April 21st.

25
26 Since the March 3rd meeting staff has been in contact with the various entities and
27 received proposals for field and shelter services, as follows: County of Napa (Sheriff's
28 Office and Napa Animal Shelter) and from the Petaluma Animal Control Services
29 (PASF), a 501c(3) non-profit organization (see Attachment 2). There is no proposal or
30 subcontract arrangement that includes services from WCAL or the Calistoga Pet Clinic
31 (or Dr. Franquelin) in either of the two proposals.

32
33 **DISCUSSION:** It should be noted that animal control services is usually provided in two
34 major functions:

35
36 1) field services which provides service to animals found in public areas such as
37 lost, injured or sick animals with transport to the owners or to an animal shelter;
38 and

39
40 2) shelter services which receives these animals either from the field personnel
41 or by the public directly and provides initial medical treatment, holding up to 6 to
42 10 days, re-uniting with the pet owner, adoptions and euthanasia, when
43 necessary.

44
45 In all cases the Napa County Sheriff's Office has the responsibility to address animal
46 bites and rabies situations within the City.

47
48 A review of the proposals indicates, to staff's satisfaction, that both entities can provide
49 professional animal control services consistent with the Calistoga Municipal Code
50 requirements and accepted practice. Staff has checked references and has visited both
51 animal shelters. Both received positive recommendations. A detailed breakdown of
52 services offered by each entity broken down by field and shelter services is shown in
53 Attachment 1.

54
55 There has been a lot of conversation in the local newspaper and the internet about the
56 relative "kill" or "no kill" policies of each animal shelter. Staff believes that this term is
57 inflammatory and non-productive. The accepted terminology and standard unit of
58 measure in animal welfare is the "live release rate". The Napa Shelter has a live release
59 rate of 94% for dogs and 66% for cats. PASF has a live release rate for both dogs and
60 cats of 99.3%.

61
62 Each shelter is operated to promote adoption as the best option, aside from returning
63 the pet to its rightful owner. Both shelters also undertake euthanasia as a last resort to
64 address severe and painful medical conditions that cannot be cured as well as extreme
65 behavioral problems. Relative emphasis on adoption versus euthanasia is debatable,
66 but it is clear the both shelters are operated within accepted practices in terms of legal
67 requirements and compassionate care of animals. Each shelter has a caring staff,
68 active use of volunteers and a clear emphasis on adoption of pets.

69

70 From staff's perspective there are two additional subjects that should be addressed:
71 shelter location and cost of service.

72

73 Shelter Locations:

74

75 Napa: The Napa County shelter is located at 942 Hartle Court in the city of Napa. It is
76 located off Imola Avenue next to the Century Movie Theatres. A Google Map search
77 indicates under ideal driving conditions it is 28.4 Miles from Calistoga about 40 minutes
78 of driving time.

79

80 Petaluma: The PASF shelter is located at 840 Hopper Street, Petaluma, at the Public
81 Works Corporation Yard in the city of Petaluma. It is located off Lakeville Street next to
82 Hwy 101. A Google Map search indicates under ideal driving conditions it is 34 Miles
83 from Calistoga about 46 minutes of driving time.

84

85 It is clear that the Napa shelter has closer and easier access for Calistogans. The
86 Petaluma shelter, besides being further away, is located in an area that is hard to find. It
87 is logical for someone trying to retrieve their pet that an animal shelter for Calistoga
88 should be located in Napa County, rather than Petaluma.

89

90 Cost of Service Provision:

91

92 In obtaining professional services the primary objective is to find the entity that can
93 provide excellent service in a timely manner. Monetary cost is also an important: the
94 City of Calistoga has a responsibility to carefully consider the fiscal impact of any
95 decision for service. The following is the cost of service that was included in the
96 respective proposals:

97

98 **Field Services**

99

100 Napa County Sheriff's office would provide animal control services for a cost of
101 \$20,493.00 per year. This would be on a one year basis, at the end of the first
102 year the costs will be reevaluated and then a multi-year contract fixed price can
103 be determined (the Sheriff has no recent information on the demand for services
104 so it is difficult to determine annual cost).

105

106 PASF would provide animal control services for a fixed cost of \$15,400 per year
107 (for the first three years).

108

109 **Shelter Services**

110

111 Napa County Animal Shelter would charge Calistoga based upon a countywide
112 formula which is population based, taking into consideration the net between
113 revenues versus costs (the revenues from fees for services would be included in
114 the revenue). They also have an annual surcharge to create a capital reserve for

115 future capital expense for the shelter. This would be 2% the first year, 2.5% the
116 second year and 3% the third year and all subsequent years of the agreement.
117 There is also a phase-in of the annual cost over three years. Accordingly, the first
118 year cost is \$12,523; second year: \$24,514; and third year: \$36,540. This is a
119 total cost of \$73,577 over the first three years of service.

120
121 PASF would annually charge Calistoga \$34,000 (for the first three years), plus
122 they would retain any fees or charges. This is a total cost of \$102,000 over the
123 first three years of service.

124 125 **Combined Field and Shelter Service Costs**

126
127 The combined field and shelter services by Napa County would be \$33,016 the first
128 year, \$45,007 the second year and \$57,033 the third year. This is a total cost of
129 \$135,056 over the first three years of service.

130
131 PASF combined field and shelter services would be \$49,400 annually. This is a total
132 cost of \$148,200 over the first three years of service.

133 134 Conclusion:

135
136 As stated previously from staff's perspective, both entities are highly qualified to
137 undertake animal control services in Calistoga. Having Napa County undertake field and
138 shelter services would be logical as the Police Department works closely with the
139 Sheriff's office and the Napa Shelter provides easier access for local residents. In the
140 three year perspective the Napa County proposal is \$13,144 less expensive (assuming
141 the Sheriff's field service expense stays at the same rate). At the third year and beyond
142 (under current assumptions) PASF would become the least cost alternative.

143
144 Staff seeks City Council direction to negotiate a Professional Services Agreement with
145 one of these entities for animal control and shelter Services. If negotiations are
146 successful, two agreements would be brought back to the City Council for final
147 approval.

148
149 **FISCAL IMPACT:** This year's budget did allocate \$35,000 in the Police Department
150 budget for animal control and shelter services. It is likely the total cost for a shelter and
151 animal control services will be around \$50,000 to \$60,000 per year.

152 153 **ATTACHMENTS:**

- 154
155 1. Comparison of Proposals for Animal Control Services
156 2. Proposals from Napa County and the Petaluma Animal Control Services
157 3. Public Comments Received