


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council Members
FROM: Mitchell Celaya, Chief of Police
DATE: July 17, 2018
SUBJECT: Consideration of a Resolution Authorizing the City Manager or Designee to enter into a Professional Services Agreement for Animal Control and Shelter Services with Petaluma Animal Services Foundation (PASF) for an amount not to Exceed \$35,000 for FY 2018-19 and Approve a Budget Adjustment in the Amount of \$10,000 Derived from the General Fund Unassigned Fund Balance, Account No. 01-4107-4453.

APPROVAL FOR FORWARDING:



Dylan Feik, City Manager

1 **ISSUE:** Consideration of a Resolution Authorizing the City Manager or Designee
2 to enter into a Professional Services Agreement for Animal Control and Shelter
3 Services with Petaluma Animal Services Foundation (PASF) for an amount not to
4 Exceed \$35,000 for FY 2018- 19 and Approve a Budget Adjustment in the
5 Amount of \$10,000 Derived from the General Fund Unassigned Fund Balance,
6 Account No. 01-4107-4453.

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8 **RECOMMENDATION:** Adopt Resolution.
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10 **BACKGROUND / DISCUSSION:** PASF was the contracted Animal Control and
11 Shelter service provider from June 3, 2015 to June 30, 2018 at the annual cost of
12 \$49,400. The services included on-call 24 days, 7 days a week animal control
13 field services for response to any and all calls for domestic animal and domestic
14 animal-related emergencies as well as provide shelter services. PASF was not
15 contracted to provide routine patrols but to respond Calls for Service (CFS) as
16 needed. In addition, PASF provided other services including but not limited to
17 outreach and education, dog licensing, pet adoptions, criminal investigation
18 regarding animal related offenses, animal surrenders and impounds, and
19 veterinary services. In 2015 PASF handled 38 animal intakes and 37 CFS, in
20 2016 45 animal intakes and 33 CFS, and in 2017 23 animal intakes and 18 CFS.

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22 Calistoga Police Department (CPD) engaged the Napa County Sheriff's
23 Department and the Napa County Animal Shelter to determine their ability and
24 cost to provide Animal Control Field and Shelter services. The proposed cost to
25 provide these services was approximately \$191,480 from the Sheriff's
26 department and \$48,461 from the County Shelter Services for a total cost of
27 \$239,941 for FY 2018-19.

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29 PASF's contract was not renewed by the City of Petaluma and will be served by
30 Northbay Animal Services (NAS). CPD obtained a quote from Northbay Animal
31 Services (NAS) for Animal Control Field and Shelter service in the amount of
32 \$48,000 for FY 2018-19. PASF offered to continue to provide Animal Control
33 and Shelter services for \$35,000 for FY 2018-19. The Animal Control and Shelter
34 services by PASF would occur out of the Humane Society of Sonoma County
35 located at 5345 Ca. Hwy 12, Santa Rosa CA 95407.

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37 CPD recommends continuing Animal Control & Shelter services with PASF as
38 the cost benefit analysis does not support the proposed bids from Napa County
39 or NAS given the level of activity and service needs. The location of the new
40 shelter is closer to Calistoga than the Petaluma Shelter, making it more
41 convenient for Calistoga residents and will shorten the response time to Calls for
42 Service requested by CPD and the community. The proposal is for FY 2018-19
43 and will be evaluated for continued and longer terms of service by PASF. The
44 contract and Scope of Work is consistent and provides the same level of service
45 as the prior contract and Scope of Work (see attached proposed Professional
46 Services Agreement).

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48 **CONSISTENCY WITH CITY COUNCIL GOALS AND OBJECTIVES:** This
49 request supports and furthers the City Council's Goal 5 "Offer excellent
50 professional services to all customers".

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52 **FISCAL IMPACT:** The FY 2018-19 Budget contains appropriations in the
53 amount of \$25,000 under Account Number 01-4107-4453. Staff is recommending
54 a budget adjustment for FY 2018-19 in the amount of \$10,000 from the
55 unassigned general fund balance, Account Number 01-4107-4453.

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57 **ATTACHMENTS:**

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1. Draft Resolution

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2. Professional Services Agreement for Animal Control Services

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RESOLUTION NO. 2018-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH PETALUMA ANIMAL SERVICES FOUNDATION FOR ANIMAL CONTROL SERVICES FOR THE CITY OF CALISTOGA IN AN AMOUNT NOT TO EXCEED \$35,000 FOR FISCAL YEAR 2018-19

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WHEREAS, On June 30, 2018 the Professional Service Agreement with the Petaluma Animal Services Foundation to provide Animal Control and Shelter Services to the City of Calistoga expired; and

WHEREAS, the City of Calistoga is in need of Animal Control and Shelter services and reviewed three proposals for services; and

WHEREAS, upon review of the proposed bids the City of Calistoga found the Professional Service Agreement submitted by the Petaluma Animal Services Foundation to be fair and meet the needs of the city; and

WHEREAS, the FY 2018-19 Budget contains appropriations in the amount of \$25,000 under Account Numbers 01-4107-4453. A Budget Adjustment in the amount of \$10,000 derived from the General Fund Unassigned Fund Balance, Account No. 01-4107-4453 is to be made.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Calistoga hereby authorizes the City Manager to execute the professional services agreement with the Petaluma Animal Services Foundation to undertake animal control services for the City of Calistoga in the amount of \$35,000 for FY 2018-19 as shown in Exhibit A to this resolution.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this **17th day of July, 2018**, by the following vote:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

CHRIS CANNING, Mayor

ATTEST:

KATHY FLAMSON, City Clerk