

**City of Culver City, California
Agenda Item Report**

Meeting Date: 07/14/14	Item Number: <u>C-4</u>
CITY COUNCIL AGENDA ITEM: (1) Pursuant to Culver City Municipal Code Section 3.07.075(E)(3), Determine that Compliance with the Formal Bid Procedures Would be Impractical, Waive the Formal Bid Requirements, and Deem it to be in the City's Best Interest to Authorize Negotiated Contracts; (2) Approval of a Five Year Professional Services Agreement with the County of Los Angeles (Department of Animal Care and Control) for Supplemental Animal Control Services and Animal Facility Licensing Services in an Amount Not-to-Exceed \$75,000; and (3) Approval of a Five Year Professional Services Agreement with the Society for the Prevention of Cruelty to Animals Los Angeles (SPCA/LA) for Animal Sheltering Services in an Amount Not-to-Exceed \$165,000.	
Contact Person/Dept.: Lt. Jason Sims/Police Department	Phone Number: (310) 253-6258
Fiscal Impact: Yes ☒ No ☐	General Fund: Yes ☒ No ☐
Public Hearing: ☐	Action Item: ☐ Attachments: ☐
Commission Action Required: Yes ☐ No ☒ Date: _____	
Public Notification: (E-Mail) Meetings and Agendas – City Council (07/09/14)	
Department Approval: Chief Scott Bixby (6/30/14)	City Attorney Approval: Carol Schwab (by L. Vidra 6/30/14)
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (07/08/14)	City Manager Approval: John Nachbar (07/08/14)
 <u>RECOMMENDATION</u> Staff recommends that the City Council: (1) pursuant to Culver City Municipal Code Section 3.07.075(E)(3), determine that compliance with the Formal Bid Procedures would be impractical, waive the Formal Bid Requirements, and deem it to be in the City's best interest to authorize negotiated contracts; (2) approve a five year Professional Services Agreement with the County of Los Angeles (Department of Animal Care and Control) to provide supplemental animal services and sheltering, animal facility inspection and licensing services for a term ending on June 30, 2019; and (3) approve a five year Professional Services Agreement with the Society for the Prevention of Cruelty to Animals Los Angeles (SPCA/LA) for primary sheltering services for a term ending June 30, 2019. <u>BACKGROUND</u> Prior to 2008, the County of Los Angeles, Department of Animal Care and Control, provided full time service to the City of Culver City for animal control field services and sheltering. In June 2008, the City Council approved a two year in-house Animal Services pilot program. A full-time civilian Culver City Animal Services Officer was hired by the City in the spring of 2008, and the pilot program commenced. At that	

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time, the County's service levels were adjusted from full-time to part-time supplemental services. As part of the contract, the City and the County review the needed service levels on an annual basis and adjust as necessary.

Due to the success of the pilot program, the City Council approved the City's Animal Services Program as an ongoing CCPD work program in 2010. In addition, in 2010 the City contracted with SPCA/LA for primary sheltering services, reducing the need to use the County's sheltering services.

The County of Los Angeles Department of Animal Care and Control requires that all contract cities be on the same schedule so that all contracts expire and are up for renewal at the same time. In order to come into compliance with this County requirement, the City signed a one year contract with the County of Los Angeles Department of Animal Care and Control and with the SPCA/LA for Fiscal Year 2013/2014, approved by the City Manager. Entering into a five year contract with the County beginning in Fiscal Year 2014/2015 aligns the County and SPCA/LA contracts and will make any future renewal processes more efficient.

DISCUSSION

As discussed by the City Council in January of 2006, the provision of animal field services and sheltering create significant challenges to a smaller City (like Culver City). High land costs (especially in Culver City) make providing an in-house City shelter very costly (both in land, construction, and ongoing staffing). Additionally, supplemental field services are necessary to provide Animal Services for the City during off hours when the City's Animal Services Officer is not on duty, and to handle animal facility licensing and inspections. The current arrangement, wherein the City provides 40 hours of daylight Animal Services coverage, with supplemental off-hours field service and sheltering provided by the County, with primary sheltering provided by the SCPA/LA, has been working satisfactorily.

With respect to field services, while the majority of field services are provided by the Culver City Animal Services Officer during daylight hours, from time to time the need for off-hour services arises. Additionally, every Culver City business that either boards or grooms animals within its facility is required to abide by a set of specific laws and regulations to ensure that the facility is safe and sanitary. The County of Los Angeles requires that these types of facilities obtain a license to operate and that they undergo an annual inspection. Los Angeles County Department of Animal Care and Control personnel possess both the requisite training and experience to handle the aforementioned licensing, inspections, and any subsequent investigations and enforcement action that may be necessary.

CCPD staff is satisfied with the services provided by the Los Angeles County Department of Animal Care and Control and the SCPA/LA. Although the County's

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response times for field calls are significantly longer than those of Culver City's Animal Control Officer, County employees are professional and always attentive to the City's needs and concerns.

Culver City Municipal Code (CCMC) § 3.07.050 provides in pertinent part:

In the event the same supplier, contractor or consultant has been utilized for a period of five (5) years, the formal or informal bidding procedures as set forth in §§ 3.07.075 and 3.07.080 of this Subchapter shall apply.

Culver City Municipal Code (CCMC) § 3.07.075.E.3 provides, in pertinent part:

Rejection or waiver of bid requirements - Upon determining that conformance with the procedures set forth in this Section would be contrary to the best interests of the City or upon determining that compliance with the procedures would be impractical, the City Council may waive any or all of the requirements of this Section and, if it deems it to be in the City's best interest, authorize a negotiated contract.

For the following reasons, staff recommends the City Council waive the formal bid procedures as compliance with such procedures would be impractical and deem it to be in the City's best interest to authorize a negotiated contract:

- 1 - The County of Los Angeles Department of Animal Care and Control is a superior provider of field and supplemental sheltering services. SPCA/LA is a superior provider of sheltering services: Over the past several years, staff has observed that the services rendered by The County of Los Angeles Department of Animal Care and Control and SPCA/LA to be excellent. The organizations and their staff members have proven to be professional, attentive to the City's needs, and they perform above industry standards. Staff's research has shown that there are no other organizations in our area that offer sheltering or field services that meet our needs.
- 2 - There are only minimal changes to the previous scope of work: The scope of work in the proposed contracts are identical to that of the Fiscal Year 2013/2014 agreements. Both contracts allow for an annual readjustment of rates on the first day of July.

FISCAL ANALYSIS:

The cost of the above described County services for Fiscal Year 2013/2014 was \$14,192 and the projected cost for Fiscal Year 2014/2015 is \$14,947 with the possibility for slight increases throughout the duration of the contract.

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The cost of the above described SPCA services for Fiscal Year 2013/2014 was \$32,774.18, and the projected cost for Fiscal Year 2014/2015 is the same.

Sufficient funding is included in the City Council Adopted Fiscal Year 2014/2015 Budget (10140400.619800 - Animal Control Services) to cover the costs of these services for one year. Funding would be included in subsequent budgets to cover these service costs as necessary.

MOTION:

That the City Council:

1. Pursuant to Culver City Municipal Code Section 3.07.075(E)(3), determine that compliance with the formal bid procedures would be impractical, waive the formal bid requirements, and deem it to be in the City's best interest to authorize negotiated contracts.
2. Approve a five year Professional Services Agreement with the County of Los Angeles for supplemental animal control field services and sheltering and animal facility licensing for a term ending on June 30, 2019 for an amount not-to-exceed \$75,000.
3. Approve a five year Professional Services Agreement with SPCA/LA for animal sheltering services for a term ending on June 30, 2019 for an amount not-to-exceed \$165,000.
4. Authorize the City Attorney to review/prepare the necessary documents; and,
5. Authorize the City Manager to execute such documents on behalf of the City.