



# City of Culver City

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## Staff Report

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**File #:** 19-1236, **Version:** 1

**Item #:** A-3.

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**CC - Approval of a Five-Year Agreement with the Los Angeles County Department of Animal Care and Control for Animal Field and Shelter Services for the Term July 1, 2019 through June 30, 2024.**

**Meeting Date:** June 10, 2019

**Contact Person/Dept:** Lieutenant Leon Lopez/Police Department

**Phone Number:** (310) 253-6251

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**  **Action Item:**  **Attachments:**

**Commission Action Required:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/05/19);

**Department Approval:** Scott Bixby, Police Chief (05/02/19)

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### **RECOMMENDATION**

Staff recommends the City Council approve a five-year agreement with the Los Angeles County Department of Animal Care and Control for animal field and shelter services for the term July 1, 2019 through June 30, 2024.

### **BACKGROUND/DISCUSSION**

The County of Los Angeles Department of Animal Care and Control (CLADACC) provides supplemental animal field and shelter services on a per-call basis when necessary for the City during off hours when the City's Animal Services Officer, who is a civilian employee of the Culver City Police Department (CCPD), is not on duty (after hours, weekends, vacations, etc.), and handles animal facility licensing and inspections. Currently, the City provides 40 hours of Animal Services coverage, with supplemental off-hours field services and sheltering provided by the County.

While the majority of field services are provided by the Culver City Animal Services Officer, 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. The County's response times for field calls are extended compared to those of Culver City's Animal Control Officer, as a result of their proximity, call priority level, and additional areas within the County they service. County employees are professional and always attentive to the City's needs and concerns. Staff has researched alternative services without finding viable options.

In general, Culver City Municipal Code (CCMC) §3.07.045 provides that the informal or formal bidding procedures shall apply where the same vendor has been utilized for a period of five consecutive years; however, §3.07.045 does not apply to contracts subject to the exemptions in §3.07.055. CCMC §3.07.055.F exempts from the formal competitive bid process contracts involving the purchase of equipment, goods supplies or services entered into with another government entity. Thus, this proposed contract with the Los Angeles County, Department of Animal Care and Control, for animal field and shelter services is exempt from the City's bidding requirements.

### **FISCAL ANALYSIS**

The County of Los Angeles Department of Animal Care and Control completed a cost recovery analysis to establish new billing rates effective FY2019/20 with a six-year phased in process for full cost recovery. The FY2019/20 estimated cost is \$82,476.00. The estimated cost is based on prior fiscal year usage at the new billing rates. Actual costs will vary based on actual usage.

The total five-year estimated contract cost is \$450,871.00.

FY2019/20	\$82,476.00
FY2020/21	\$86,176.00
FY2021/22	\$90,019.00
FY2022/23	\$94,021.00
FY2023/24	\$98,179.00

The County provides field after-hours, weekend and holiday staffing on a per call basis. The City Council Proposed Fiscal Year 2019/20 budget includes \$100,000.00 for County Animal Field Services (10140200.619800).

### **MOTION**

That the City Council:

1. Approve a five-year agreement with the Los Angeles County Department of Animal

Care and Control for animal field and shelter services for the term July 1, 2019 through June 30, 2024;

2. Authorize the City Attorney to review/prepare the necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.