



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HEALTH

**File #:** 18-580

Board Meeting Date: 7/10/2018

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Louise F. Rogers, Chief, Health System  
Cassius Lockett, Director, Public Health, Policy and Planning

**Subject:** Agreement with Citygate Associates, LLC for a Performance Audit of Peninsula Humane Society & SPCA for Animal Care, Control & Sheltering

### **RECOMMENDATION:**

Adopt a resolution authorizing an agreement with the Citygate Associates, LLC to conduct an Animal Care, Control & Sheltering performance audit for the period of July 10, 2018 through March 28, 2019, in an amount not to exceed \$150,000.

### **BACKGROUND:**

The Peninsula Humane Society & SPCA (PHS) has been in contract with the County and 20 cities located in the County for over 50 years. PHS provides Animal Control, Care and Sheltering for animals within San Mateo County. As part of its current five-year contract with the County, a performance audit is to be conducted by an independent contractor midway through the contract term to ensure efficient and effective service. The Civil Grand Jury also made a finding in September 2017 that a performance audit is needed.

Public Health, Policy and Planning (PHPP) completed a Request for Proposal in February 2018 and Citygate Associates, LLC was selected by a multidisciplinary panel of county and city representatives to conduct the performance audit.

### **DISCUSSION:**

Citygate Associates, LLC will conduct a performance audit on PHS's contract services. The audit will assess the current state of contracted service, identify any underlying service gaps, and help define what will be needed to be addressed in the upcoming contract for future services.

The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

The agreement and resolution have been reviewed and approved by County Counsel as to form.

The agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by ensuring that PHS is achieving their performance goals and providing the best service to our residents. It is anticipated that 60 City and County staff will be interviewed or surveyed about contract performance in the course of the audit.

**PERFORMANCE MEASURE:**

Measure	FY 2017-18 Actual	FY 2018-19 Projected
Percentage of City and County staff interviewed or surveyed about contract performance in the course of the audit	0% 0 staff	55% 60 staff

**FISCAL IMPACT:**

The term of the agreement is July 10, 2018 through March 28, 2019. The amount of the agreement is not to exceed \$150,000, which is included in the PHPP FY 2018-19 Recommended Budget. The contract will be funded by surplus funds from the prior PHS contract per a fiscal audit of FY 2016-17. There is no Net County Cost associated with this agreement.

**Attachment:**

RFP Matrix