



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HEALTH

**File #:** 20-397

Board Meeting Date: 6/23/2020

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

**To:** Honorable Board of Supervisors

**From:** Louise F. Rogers, Chief, San Mateo County Health  
Cassius Lockett, PhD, Director, Public Health, Policy, and Planning

**Subject:** Amendments to the Agreements with Peninsula Humane Society and SPCA and with the 20 Cities of the County to Continue Providing Animal Control and Shelter Services for San Mateo County

### **RECOMMENDATION:**

Adopt a resolution authorizing amendments to the agreements with:

- A) Peninsula Humane Society and SPCA to continue to provide animal control and shelter services for San Mateo County, extending the term by one year through June 30, 2021, and increasing the amount by \$6,625,381 to an amount not to exceed \$38,056,663, and;
- B) The 20 cities of the County to continue the facilitation and coordination of animal control and licensing services, extending the term by one year through June 30, 2021.

### **BACKGROUND:**

For approximately 50 years, the County has contracted with Peninsula Humane Society & SPCA (PHS) for animal control services, serving cities and unincorporated areas of the County. Each of 20 cities' contract with the County pays for PHS' services.

On June 2, 2015, the Board approved an agreement with PHS for shelter and field animal control services for the entire County and approved the corresponding agreement with the 20 cities (Cities).

### **DISCUSSION:**

Due to emerging and evolving circumstances, the County, Cities and PHS wish to extend the Animal Control Services' contract for an additional year through June 30, 2021. The County and Cities agreed to develop and release a Request for Proposal (RFP) for an Animal Control Services' Provider during this extended contract time. Additionally, since the land and shelter are now both owned by the County, the contract amendment will remove the language about PHS leasing the land

from the County.

A corresponding agreement between the County and Cities is also being amended to extend the contract term and the corresponding amount owed by each jurisdiction.

The same methodology for cost allocation across jurisdictions will be used. The amendment between the County and Cities and the amendment between the County and PHS are both contingent upon the full execution of the other. Both amended documents have been circulated to the Cities for review and comment.

A waiver to the RFP process is requested for this amendment to allow for the additional year of operations with the current vendor. This waiver is in the best interests of the County, in part because by extending the contract and delaying the RFP process, the observance of the following can be incorporated into development of the new RFP:

- Staffing patterns and associated costs related to cleaning and other operational maintenance aspects of the new shelter building;
- Any service gaps in the contract that will assist in developing a new contract that could improve the services that the Cities and County receive from an animal control vendor;
- Any challenges or changes to workflows that might be needed due to the new shelter configuration that might be reflected in expectations;
- Any impacts to the capacity or utilization that might occur as a result of the new space;
- Any opportunities that may be created by the elimination of work arounds and other problems of the old space and/or efficiencies in the new space; and
- Resolution of any problems with the new building that would be best to resolve before bringing in a new provider.

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

The Contract Compliance Committee has approved a waiver request to amend the agreement for an additional one year.

The Department of Public Works has reviewed and approved the facilities maintenance component of this agreement.

It is anticipated that 90% of animals will be licensed and housed in the shelter over the next year.

**PERFORMANCE MEASURE:**

Measure	FY 2019-20 Estimated	FY 2020-21 Projected
Percentage of animals that will be licensed and housed in shelter over the next year	89% 2,615 animals	90% 2,727 animals

**FISCAL IMPACT:**

The term of the amended agreements is July 1, 2015 through June 30, 2021. This amendment increases the PHS contract amount by \$6,625,381 to an amount not to exceed \$38,056,663. The amendment cost of \$6,625,381 is included in the PHPP FY 2020-21 Recommended Budget. The agreement between the County and Cities outlines an updated distribution formula to be used in the methodology for allocating both costs and licensing revenues between participating entities. The corresponding amount of money owed by the Cities for PHS contract is included as revenue in the FY 2020-21 Recommended Budget. In FY 2019-20, the County's share of the Animal Control cost will be 7.76%. Ultimately, the County's share of the program costs will depend upon the level of animal control activity and the actual collection of licensing for the unincorporated area. Assuming the service level percentage remains the same, the County's FY 2020-21 share of PHS contract costs will be approximately \$321,598 Net County Cost.