



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Consideration of Contract with North Bay Animal Services for Full-Scope Animal Care and Control Services

MEETING DATE:
June 16, 2022

SUBMITTED BY: Andrew White, Police Chief

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to consider authorizing the City Manager negotiate and execute a 10-year contract with North Bay Animal Services to provide all animal care and control services in the City.

BACKGROUND/DISCUSSION:

The Clearlake Police Department's Animal Care & Control Bureau is responsible for animal control services within the City of Clearlake, including operating the animal shelter.

In July 2021, following the departure of both animal control officers (ACO), the City contracted with North Bay Animal Services (NBAS) to provide an ACO. Soon after, due to staffing challenges with the Kennel Technician position, the City contracted with NBAS to provide a temporary Kennel Technician seven days per week.

In September 2021, the City Council authorized continuation of the contracts for the balance of the fiscal year while staff evaluated the feasibility of contracting with NBAS to provide the full scope of animal care and control services, including operating the shelter and performing animal control services.

Since last year, NBAS has been evaluating the operation to determine the feasibility of providing the full scope services to the City. This spring, they determined it was feasible and provided a proposal. The City assembled a negotiating team to evaluate the proposal and conduct preliminary negotiations. The team included Finance Director Young, Lieutenant Hobbs, Lieutenant Snyder and Kennel Technician Weldon. NBAS revised their proposal and has provided a final proposal.

The proposal is attached to this staff report, but the following are the highlights of the proposal:

Animal Care Services

- NBAS will operate the shelter 7 days per week.
- NBAS will open the shelter to the public Tuesday thru Saturday, 1pm-6pm.
- NBAS will continue the city's efforts toward a No Kill community.
- NBAS will provide access to low-cost spay/neuter clinics, classroom education programs and a commitment to develop local, community specific services.
- NBAS will participate in community events with a focus on education and adoption.
- NBAS will be responsible for the provision of all services, including veterinarian services.
- NBAS will continue the city's foster and adoption programs, including offering behavior testing programs.

- NBAS will maintain computerized records of animal intake, care provided, etc., and an online website providing information regarding strays, adoptable dogs, etc.

Animal Control Services

- NBAS will provide 7 day per week coverage of the city with an ACO.
 - The intended hours of coverage are 9am-6pm, subject to change with approval of the city.
 - Due to training and special events, there may be occasions when the ACO is not present during regular coverage hours, however, for emergency situations, NBAS will dispatch an officer from out of county.
- NBAS will provide full ACO services including impoundment, animal bite investigations, cruelty investigations, public nuisance violations (eg. barking dogs), license enforcement and enforcement of codes related to animals.
- NBAS will provide “on call” emergency response as directed by the City, including disaster response.
- NBAS will ultimately take over administration of the dog licensing program when permitted by the existing contracted license provider.

Financial

- NBAS will provide the services for \$375,000 annually for the term of the contract.
- NBAS will retain all fees collected as part of the provision of services under the contract, including shelter fees, adoption fees and similar.
 - The City Council will retain authority for fees for services delivered under the contract.
- NBAS will be responsible for all costs associated with the care and feeding of animals at the shelter.
- City will make available for use by NBAS the two ACO trucks owned by the City.
 - NBAS will be responsible for maintenance and upkeep of the vehicles, including fuel, but excluding major repairs (Over \$1,000).
 - After five years, the City would transfer ownership of the vehicles to NBAS for \$1 each. After transfer, NBAS would be solely responsible for the vehicles, including replacement.
- City will transfer one truck owned by the City to NBAS for \$1 upon execution of a contract.
- City will make available to NBAS the current animal control facility for operation by NBAS.
 - NBAS will be responsible for minor repairs of the facility.
 - City will be responsible for major repairs (> \$1,000).
- Staff and NBAS have tentatively agreed that a contract on the proposal would provide for at least 6-month notification prior to termination for convenience.

Staff recommends the City Council authorize the City Manager to negotiate and execute a contract with NBAS, consistent with the proposal, for \$375,000 per year for a 10-year term. Staff recommends the City Council exempt this contract from competitive bidding pursuant to Section 3-4.5 of the Clearlake Municipal Code due to the specialized nature of the services.

FISCAL IMPACT:

☐ None ☒ \$375,000 annually / 10 yrs. Budgeted Item? ☒ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☒ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments:

STRATEGIC PLAN IMPACT:

- ☐ Goal #1: Make Clearlake a Visibly Cleaner City
- ☐ Goal #2: Make Clearlake a Statistically Safer City

- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☐ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

1. Adopt Resolution 2022-41: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH NORTH BAY ANIMAL SERVICES FOR THE PROVISION OF ANIMAL CARE AND CONTROL SERVICES

- ☒ **Attachments:**
 - 1) Resolution No. 2022-41
 - 2) NBAS Cover Letter
 - 3) NBAS Proposal (Exhibit A)

RESOLUTION NO. 2022-41

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH
NORTH BAY ANIMAL SERVICES FOR THE PROVISION OF ANIMAL CARE AND CONTROL SERVICES**

WHEREAS, the Clearlake Police Department's Animal Care & Control Bureau is responsible for animal control services within the City of Clearlake, including operating the animal shelter, and the City has contracted with North Bay Animal Services (NBAS) for an animal control officer and kennel staff to assist in daily operations of the animal shelter since July 2021; and

WHEREAS, the City has made great strides over the past four years to improve the quality of animal care and control service provided to the community, including investing in a new shelter operation, and through the laudable efforts of staff, have increased the live release rate to a record high; and

WHEREAS, the contracted support from NBAS the past year has shown to be a cost effective avenue to provide increased and consistent staffing that improve the level of service beyond what the city could offer with available funding; and

WHEREAS, NBAS has provided a proposal to provide the full scope of animal care and control services for a period of 10 years and that proposal would further expand the scope and quality of service to the public in a sustainable, fiscally conscious manner.

NOW, THEREFORE BE IT RESOLVED that the City Manager of the City of Clearlake is authorized to negotiate and execute a contract with NBAS for their provision of full-scope animal care and control services for a period of 10-years, in the amount of \$375,000 per year, consistent with the terms set forth in the proposal attached (Exhibit A), including incorporating the transfer and use of city assets; and

BE IT FURTHER RESOLVED, that the City Council of the City of Clearlake hereby waives the competitive formal bidding process pursuant to Clearlake Municipal Code Section 3-4.5, due to the specialized nature of the services provided; and

BE IT FURTHER RESOLVED, that to prevent the interruption of services, until the contract with NBAS is executed, the City Manager is authorized to continue the temporary contracts with NBAS for kennel technician and animal control officer services.

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of Lake, State of California, on this 16th day of June 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
City Clerk

Mayor