

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

May 21, 2024

FROM

JOSHUA DUGAS, Director, Department of Public Health

SUBJECT

Revenue Contract for Animal Care Services for the City of Highland

RECOMMENDATION(S)

Approve Revenue **Contract No. 24-444**, including a non-standard term, with the City of Highland, for the provision of animal care and control services, in an amount not-to-exceed \$505,247, for the contract period of July 1, 2024 through June 30, 2025, with the option to extend the contract two additional one-year terms.

(Presenter: Joshua Dugas, Director, 387-9146)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The Department of Public Health (DPH) will receive revenue in a total amount not to exceed \$505,247 for the provision of animal care and license canvassing services for a one-year contract period. The costs associated with providing these services are reimbursed by the City of Highland (Highland) and/or offset by revenue collected on behalf of Highland by the County. Amounts were calculated based on estimated salary and benefits and ongoing operating costs associated with the provision of these services. Adequate appropriation and revenue have been included in the 2024-25 Recommended Budget.

BACKGROUND INFORMATION

Under the terms of the recommended contracts, DPH will continue to provide animal care services for Highland for a one-year term through June 30, 2025, with the option to extend the contract up to two additional one-year terms. The services provided to Highland include full scope animal care services, including field services, licensing, low-cost rabies and vaccination clinics, impounding and shelter services, and after-hours emergency services. DPH has provided animal care services to Highland since 1997.

Per County Policy 11-05, contracts containing non-standard terms must be approved by the Board of Supervisors. The revenue contract with Highland includes a term that differs from the standard County contract. The non-standard term is as follows:

1. Termination for Convenience.

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- The County standard contract gives the County the right to terminate the contract, for any reason, with 30 days written notice of termination without any obligation other than to pay amounts for services rendered and expenses reasonably incurred prior to the effective date of termination.
- Potential Impact: The revenue contracts permit termination for convenience but only after an eight-month notice period. This would mean that the County would be required to continue to provide services through the waiting period but would still be entitled to compensation.

DPH recommends approval of the contract, including the non-standard term, with Highland, to allow the County to continue the provision of animal care services for the contract period without disruption of established services.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on March 22, 2024; Finance (Carl Lofton, Administrative Analyst, 387-4205) on May 3, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 6.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 21, 2024



cc: PH - Shin w/ agree
Contractor c/o PH w/ agree
File w/ agree
JLL 05/28/2024