

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

June 25, 2024

FROM

JOSHUA DUGAS, Director, Department of Public Health

SUBJECT

Revenue Contract for Animal Care Services for the City of Yucaipa

RECOMMENDATION(S)

Approve Revenue **Contract No 24-616**, including a non-standard term, with the City of Yucaipa, for the provision of animal care services, in an amount not-to-exceed \$558,339, 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 \$558,339 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 Yucaipa (City) and/or offset by revenue collected on behalf of the City 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 DPH's 2024-25 budget.

BACKGROUND INFORMATION

Under the terms of the recommended contract, DPH will continue to provide animal care services for the City for a one-year term, from July 1, 2024 through June 30, 2025, with the option to extend the contract up to two additional one-year terms. The services provided to the City include full scope animal care services, including field services, licensing, low-cost rabies and vaccination clinics, impounding and shelter services, after-hours emergency services, and door-to-door dog license canvassing services to help ensure dogs within the City are licensed pursuant to state law and local ordinances. DPH has provided animal care services for the City of Yucaipa since 1990.

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

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Termination for Convenience.

- 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 contract permits 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 the City to allow the County to continue the provision of animal care and license canvassing 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 June 5, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on June 8, 2024.

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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.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 25, 2024



cc: PH - Shin w/ agree
 Contractor c/o PH w/ agree
 File w/ agree
JLL 07/12/2024