



AGENDA MEMORANDUM

Action Item for the City Council Meeting September 19, 2023

DATE: September 19, 2023

TO: Peter Zanoni, City Manager

FROM: William Cox, Interim Director of Animal Care Services
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Animal Care Services Department Assessment

CAPTION:

Motion authorizing the execution of a six-month service agreement with Citygate Associates, LLC of Folsom, California, for an Animal Care Services Department Assessment for an amount not to exceed \$145,000.00 with FY 2024 funding from the General Fund.

SUMMARY:

This item is a service agreement for a consultant to do a full assessment of all aspects of Animal Care Services (ACS) including a review of the organization and support of ACS; staffing levels and responsibilities at ACS; staff training; efficiency of department policies, procedures, and process flow; evaluation of building needs; length of stay and capacity of care in shelters to include a policy on euthanasia; and meetings with elected officials, city staff, and our foster and rescue partners. The culmination of the assessment will be presentation of a final report to the City Council.

BACKGROUND AND FINDINGS:

On June 1, 2023, Animal Care Services (ACS) became its own stand-alone department after being a division of other departments including Neighborhood Services department and the Police Department for many years. In order to ensure that the operations of the department are running as efficiently and effectively as possible, an assessment of the entire operation is being requested.

ACS works integrally with outside, partner agencies, and one component of the assessment will be for the consultant to speak with our partner agencies to determine what the strengths are at ACS, as well as areas for improvement.

If approved, work would commence in October 2023.

PROCUREMENT DETAIL:

The service agreement was procured as a professional service as per Local Government Code 252.022(a)(4) for personal, professional and/or planning services.

Citygate Associates, LLC has been in operation since 1990 performing over 600 consulting engagements and has been providing animal services operational analyses and shelter assessments for local governments throughout the country for over 20 years. Citygate Associates, LLC offers a project team of professionals with vast expertise in performing assessments for animal care services providers. By way of this procurement, City staff has determined that Citygate Associates, LLC is the best choice for this work.

ALTERNATIVES:

The City Council could not approve this item. However, City staff feels this would be detrimental to the operations of ACS.

FISCAL IMPACT:

Funding for this service agreement is included in the FY 2024 General Fund budget that was approved by the City Council on September 5, 2023.

FUNDING DETAIL:

Fund:	1020 General Fund
Organization/Activity:	12680 Animal Care
Project # (CIP Only):	-
Account:	530000 Professional Services

RECOMMENDATION:

Staff recommends approval of this motion authorizing the execution of a six-month service agreement with Citygate Associates, LLC, as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement