Council Meeting of
October 20, 2009

SUPPLEMENTAL

Honorable Mayor and Members
of the Torrance City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Supplemental Revision to Council Agenda Item 8E.

A revision has been made to Attachment B, FY 2009-10 Service Level Request, of Item 8E for a new 5-year Agreement with the County of Los Angeles for animal care and control services.

The Service Level Request revision details that the City will be receiving full shelter services on behalf of the County for the impounding of all animals acquired within the boundaries of the City, or determined to have originated within the boundaries of the City. These sheltering services reflect the bulk of service costs as they include medical care, food and shelter.

The final version of Attachment B documents the County's provision of these services under the new agreement and is recorded on page 2 of the document under "Shelter Services".

Respectfully submitted,

JOHN J. NEU
Chief of Police

By
Lieutenant Jon R. Megeff
Traffic & Special Events Division Commander

CONCUR:

(For)
John J. Neu
Chief of Police

LeRoy J. Jackson
City Manager

8E

ATTACHMENT B

CITY-COUNTY MUNICIPAL SERVICES AGREEMENT

COUNTY OF LOS ANGELES DEPARTMENT OF ANIMAL CARE AND CONTROL AND CITY OF TORRANCE

FY 2009-10 SERVICE LEVEL REQUEST

Part One: Billing Rates for the period July 1, 2009 through June 30, 2010

Kennel Services - dog and cat per day	$17.00
Kennel Services - other animals per day	11.78
Kennel Services - observation per day	20.40
Field Services per hour	75.51
Dog license processing per license	1.92
Dead animal disposal per animal	10.38
Impound health inspection cost per animal	3.65
Animal license field enforcement canvassing program per hour	56.43

ATTACHMENT B

Part Two: Annual Service Level

Field Services

☐ Standard Service Plan - Includes answering calls for service (24 hours per day, daily); dispatching or assigning field staff; and performance of duties in the field based on priority, location, and availability of staff. The following classification(s) of calls should not be assigned to field or shelter staff and will not be the responsibility of the Department:

(Example: Barking Dog Complaints) _____

_____

_____

☒ Limited Standard Service Plan:

- o Daily between the hours of ____ (a.m./p.m.) and ____ (a.m./p.m.)
- o Weekend days and holidays
- ☒ Emergencies
- ☒ AT THE REQUEST OF THE WATCH COMMANDER 310-618-5737

☐ Field Service Packages - Field staff shall be dedicated to servicing calls, patrolling, transporting animals, or other specified activity for the requested amount of time. Service time will be reported monthly. Compliance shall be achieved through actual total hours within 98 percent and 102 percent of target total hours. **Please confirm availability of this level of service prior to submitting this Service Level Request.**

o 40 Hour	2,080 hours annually
o 56 Hour	2,912 hours annually
o 70 Hour	3,640 hours annually
o _____	_____

Shelter Services

☒ **Full Service** - All animals acquired in the field, within the boundaries of the city or determined to have originated within the boundaries of the city, may be impounded at a County shelter. Impounded animals will be vaccinated and provided medical care, food, and shelter. The animal's picture will generally be posted on the Department's Website to assist residents in reclaiming a lost or missing pet. Residents may also visit the associated shelter to find their lost or missing pet. The hours of operation of each shelter are scheduled at the discretion of the Department. **See Part One for the associated Shelter Services fee schedule. Primary Shelter:**_____

☐ **Sheltering for Transfer** - Full Service, as described above, except a designated city staff member with a vehicle deemed humane for transportation of animals will acquire the animals from the shelter, appropriately update the Department's animal care database, and transport the animals to the shelter of the city's

choice. The city will be responsible for the subsequent costs of care and housing. **See Part One for the associated Shelter Services fee schedule for any costs incurred prior to transfer.**

☐ No Sheltering Services

Outreach and Enforcement Services

Licensing

☐ Standard Licensing Services - License renewal notices are mailed or transmitted to the animal owner of record, the renewal and payment is received and processed annually on a fee per license basis. Licenses will be required before an animal will be released to a resident of a City participating in the Standard Licensing Services program. Fees from licenses collected will be credited to the city monthly in arrears. **Your jurisdiction must adopt either the County's Title 10 animal license fees or separate license fees unique to your city and provide the approved fee schedule and a copy of the adopted resolution to the Department.**

☐ No Animal Licensing Services

Canvassing (Animal License Field Enforcement)

☐ License Canvassing Services - Provides for dedicated staff to perform license enforcement activities (issuing new licenses, license renewals, collecting delinquency charges and other fees) in the field. To participate in Canvassing Services your jurisdiction **must adopt either the County's Title 10 delinquency charge and applicable enforcement fees or separate delinquency charges and enforcement fees unique to your jurisdiction and provide the approved delinquency charge/fee schedule and a copy of the adopted resolution to the Department.**

- Annual Citywide - Authorization for unlimited canvassing for expired licenses or failure to have required licenses.
- Annual Targeted - Department staff shall canvass targeted areas of the city based on criteria agreed upon by the City and Department.
- Canvassing Service Packages - Department staff shall canvass targeted areas of the city based on criteria agreed upon by the City with defined service levels. **Please confirm availability of this level of service prior to submitting this Service Level Request.** The initial defined service level request is ____ hours.

Note: Canvassing charges apply to Vaccination Clinics conducted within your jurisdiction.

☐ No Canvassing Services

ATTACHMENT B

Business Licensing

☐ Business Licensing
- o Licensing and Inspection/Grading Services
- o Inspection Services ONLY

☐ No Business Licensing

Clinics

☐ Vaccination Clinic(s) will be requested to be conducted within your jurisdiction

☐ No Vaccination Clinics

Other Services

☒ Humane Investigations and Prosecution - As needed

☒ Emergency Services - As needed

Part Three: Contact Information

☐ Primary Contact
- o Name: _____
- o Address: _____
  _____
- o Phone: (____)_____
- o Alt. Phone: (____)_____
- o E-mail: _____

☐ Alternate Contact
- o Name: _____
- o Address: _____
  _____
- o Phone: (____)_____
- o Alt. Phone: (____)_____
- o E-mail: _____

ATTACHMENT B

Part Four: License Information (required if the Department manages City licensing)

☐ City has adopted the license fees outlined in Title 10 of the Los Angeles County Code

☐ City has adopted the following license fees:

Altered Dog	$_____	Altered Cat	$_____
Unaltered Dog	$_____	Unaltered Cat	$_____
Senior* Dog	$_____	Senior* Cat	$_____
_____	$_____	_____	$_____

*Senior age is defined as _____ years.

Current license fees adopted by the City on _____, 20____.

Please attach a copy of the enacting license ordinance.