



City of Arts & Innovation

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: MARCH 24, 2026**

**FROM: PUBLIC WORKS DEPARTMENT** **WARDS: ALL**

**SUBJECT: APPROVE THE FIRST AMENDMENT FOR ANIMAL FIELD AND SHELTER SERVICES WITH THE COUNTY OF RIVERSIDE, DEPARTMENT OF ANIMAL SERVICES, AMENDING THE AGREEMENT TO SET MEETING FEES AT \$0**

## **ISSUES:**

Approve the First Amendment for Animal Field and Shelter Services with the County of Riverside, Department of Animal Services, amending the agreement to set meeting fees at \$0.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the First Amendment for Animal Field and Shelter Services with the County of Riverside, Department of Animal Services, amending the Agreement to change the meeting fees to \$0; and
2. Authorize the City Manager, or his designee, to execute the First Amendment to the Animal Field and Shelter Services with the County of Riverside, Department of Animal Services., including making minor and non-substantive changes.

## **BACKGROUND:**

The Riverside County Department of Animal Services (DAS) has provided animal control field, shelter, and intermittent licensing services to the City of Riverside since 1995. Both agencies have partnered to promote animal welfare, public health and safety, and quality of life within the City of Riverside through two separate contracts, one for shelter services and a second for field services. The shelter services agreement had a term which runs through 2035.

A review of Animal Services available to City of Riverside residents is available at:

<https://riversideca.gov/publicworks/otherservices/animal-services>.

On November 18, 2025, the City Council approved an Agreement for both Animal Field and Shelter Services with the County of Riverside, Department of Animal Services, for a total not-to-exceed amount of \$16,804,518 for a term through June 30, 2028, authorized the termination of the duplicative Animal

Sheltering Agreement which was set to expire on June 30, 2035, approved the Animal Community Programs for Year 1 implementation in the amount of \$865,000; and approved the supplemental appropriation in the amount of \$816,000 for FY 2025/2026.

**DISCUSSION:**

The City of Riverside contracts with the County of Riverside, Department of Animal Services, to provide animal field and shelter services to City residents. These services include animal control, sheltering, care, and related support functions. The existing agreement has provided continuity of service and coordination that benefit both the City and County.

During the City Council Meeting on November 18, 2025, the Council expressed concern regarding the inclusion of meeting-related costs in the contract fee schedule. The Riverside County Department of Animal Services quickly confirmed that its partnership with the City of Riverside is highly valued and clarified that the City would not be charged for meeting time.

Since execution of the original agreement, both parties have worked collaboratively to refine administrative provisions and align service delivery with operational needs. One such provision relates to meeting fees assessed under the Agreement. To ensure clarity and alignment, both parties have agreed to amend the Agreement to memorialize this intent and to remove meeting fees between the City and the County's Department of Animal Services.

Purchasing Resolution 24101, Article Seven: Acquisition of Services, Section 702 "Exceptions" which states that "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ...(g) Where payment for Services is to be made to a Federal, State, and/or other public entity." This item is also in compliance with Purchasing Resolution 24101, Article Eleven: Purchase Order and Purchase Requisition Procedures, Section 1104 "Change Orders" which states "Modifications to a Purchase Order shall be made only by Change Order. Subject to the availability of funds, Change Orders may be utilized for purposes of...(1) adding and/or deleting quantity of items being procured, (2) modifying unit prices, or (5) modifying contract completion time or the term of a contract."

The Purchasing Manager concurs that the recommended actions comply with Purchasing Resolution 24101.

**FISCAL IMPACT:**

There is no fiscal impact to this Amendment as it does not increase costs or create new financial obligations for the City.

Prepared by: Diana Palatto, Principal Management Analyst  
Approved by: Nathan Mustafa, Interim Public Works Director  
Certified as to  
availability of funds: Julie Nemes, Interim Finance Director  
Approved by: Kris Martinez, Assistant City Manager  
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachment: Amendment 01 to Animal Shelter Agreement