



ANIMAL CONTROL FIELD AND LICENSING SERVICES – INCREASE TO PURCHASE ORDER 253122

Public Works Department

City Council
September 16, 2025

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BACKGROUND

1. Riverside County's Department of Animal Services (DAS) has provided animal control field, shelter and intermittent licensing services to the City since 1995.
2. On April 15, 2010, the Riverside County Board of Supervisors approved the 20-year Shelter Service Agreement between the County of Riverside and City of Riverside.
3. Together, both agencies work to promote animal welfare, public health and safety, and quality of life within the City of Riverside.
4. On October 8, 2024, the City Council approved the Fourth Amendment to the Agreement for Animal Control Field and Licensing Services between the City of Riverside and County of Riverside, DAS from July 1, 2024 through June 30, 2025.



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DISCUSSION

1. Recently, DAS changed its billing methodology for kenneling days to more accurately align with the contract, causing a substantial increase in cost.
 - i. While the change results in additional costs during FY24/25, the City will not be back-billed for previously paid invoices
 - ii. DAS agreed to reducing sheltering costs in recognition of the City's long-standing partnership to keep overall FY 24/25 costs within the City's budgeted funds
2. The table outlines invoices paid to date and pending payments, the County's proposed invoice reduction, fees paid for the Animal Shelter Service Agreement, and the \$577,723 required to pay the outstanding invoices.
3. Sufficient funds are budgeted and available in the Rivco Animal Control account.

Table 1 – Invoices

Category	FY 2024/25
Animal Field and Licensing Actuals	
Invoices July – Jan (paid)	\$2,101,170
Invoices Feb – June (to be paid)	\$2,110,839
Subtotal:	\$4,212,009
Proposed amount of credit	(\$430,102)
Revised Total:	\$3,781,907
FY 24/25 Purchase Order Amount:	\$3,204,184
Deficit:	(\$577,723)



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RECOMMENDATION

That the City Council:

1. Authorize an increase to Purchase Order Number 253122 for Fiscal Year 2024/25 Animal Control Field and Licensing Services in the amount of \$577,723.03 for a revised purchase order amount of \$3,781,907.02.



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