

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
COMMUNITY SERVICES, PUBLIC SAFETY,
HOUSING & DEVELOPMENT COMMITTEE
Council Chambers, 305 West Third Street
May 28, 2024
Regular Meeting - 6:45 to 8:15 PM

Zoom details to call-in for public comment during a meeting:

1. Dial Phone Number: (888) 475-4499
2. Enter Meeting ID: 862 6411 9339
3. Passcode: 711657

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call-in steps listed above. Once the presiding officer calls for public speakers, press *9 to raise your hand to inform the City Clerk you would like to speak during the public speaking section for that particular item on the agenda, while in the zoom waiting room. Press *6 when asked to unmute. Listen to the instructions provided virtually on the phone while on hold in the zoom waiting room. Please note that there is a slight time delay when viewing the meeting via television.

IN ACCORDANCE WITH ASSEMBLY BILL 2449, MEMBERS OF THE LEGISLATIVE BODY MAY MEET IN-PERSON OR REMOTELY. TO PARTICIPATE REMOTELY VISIT WWW.OXNARD.ORG.

To find out how you may provide public comment, please refer to the instructions below or at [www.https://www.oxnard.org/city-meetings/](https://www.oxnard.org/city-meetings/).

The public may view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings of the meeting are typically available online following the meeting at the City's website at www.oxnard.org/city-meetings.

*Please see the link for the Measure M pre-recorded presentation video for each item listed on this agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE: Submit a speaker card to the City Clerk.
2. EMAIL COMMENTS OR SIGN UP TO SPEAK REMOTELY BEFORE THE MEETING
 - a. Submit a request to speak remotely by 3 p.m. on the day of the meeting by using the form available at www.oxnard.org/citymeetings.
 - b. Submit an email to cityclerk@oxnard.org by 3 p.m. on the day of the meeting (indicate the agenda item number in the subject line). All email correspondence will be forwarded to the legislative body prior to the start of the meeting and made part of the legislative record.
 - c. Contact the City Clerk's Office at (805) 385-7803 to submit your request.
3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
 - a. Follow Zoom details listed above.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

Agenda Item Time Estimates include: (Minutes for Presentation + Council Discussion + Public Comment)

- b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public may register or otherwise be recognized for the purpose of providing public comment.

Please review the Zoom instructions on the registration page to help ensure there are no technical difficulties during your comments and help you understand public comment procedures using Zoom. Detailed participation instructions can be found at www.oxnard.org/city-meetings.

In the event of a disruption which prevents a legislative body of the City of Oxnard from broadcasting a meeting using a call-in option or internet-based service option, or in the event of a disruption within the City's control which prevents members of the public from offering public comment using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on a meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. However, if any of the broadcast options are disrupted, but any of the other broadcast options is still available to the public, the legislative body may take further action on items appearing on a meeting agenda without waiting for the disrupted broadcast option(s) to be restored.

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker requests shall be submitted as set forth on the first page of this agenda. Speakers are limited to three minutes. After 30 minutes, if all speakers have not had the opportunity to speak, the remaining speakers will be given an opportunity to speak prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager/Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on public hearing items should do so at the time of the hearing.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the May 14, 2024 regular meeting as presented.

Contact: Rose Chaparro, (805) 385-7805

D. REPORTS

1. Police Department

SUBJECT: Ventura County Animal Services Agreement. (10 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommend to the City Council:

1. Approve and authorize the Mayor to sign a Service Level Request in the amount of \$2,647,277 for FY 24-25 for the fifth year of a five-year agreement (A-8151) with the County of Ventura to provide animal safety services.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/2eGTju9ggq4>

Contact: Jason Benites, (805) 385-7624

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT



**COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING &
DEVELOPMENT COMMITTEE AGENDA REPORT**

**CONSENT AGENDA
AGENDA ITEM NO. C.1**

DATE: May 28, 2024

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Rose Chaparro, City Clerk, (805) 385-7805, rose.chaparro@oxnard.org

SUBJECT: Approval of Minutes.

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the May 14, 2024 regular meeting as presented.

BACKGROUND

Approval of Minutes.

STRATEGIC PRIORITIES

This agenda item is a routine operational item.

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Rose Chaparro, City Clerk

ATTACHMENTS

1. MINUTES 05 14 2024 Community Services, Public Safety, Housing & Development

MINUTES
OXNARD CITY COUNCIL
COMMUNITY SERVICES, PUBLIC SAFETY,
HOUSING & DEVELOPMENT COMMITTEE
Regular Meeting
May 14, 2024

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 6:45 p.m., Chair Bryan A. MacDonald called to order the regular meeting of the Oxnard City Council Community Services, Public Safety, Housing & Development Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Chair Bryan A. MacDonald, Member Oscar Madrigal, and Member John C. Zaragoza were present in person.

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Police Chief Benites made a public service announcement and reminded the residents of Oxnard to be safe and be more aware of the traffic while riding bicycles and walking on public streets, as there has been an increase in accidents involving pedestrians and bicycle riders.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the April 23, 2024 regular meeting as presented.

It was moved by Member Madrigal, seconded by Member Zaragoza, to approve the Information/Consent item as presented. VOTE: MacDonald, Madrigal, and Zaragoza voted in favor; the motion carried 3-0.

D. REPORTS

1. Cultural & Community Services Department

SUBJECT: Agreement with the Hueneme School District for the Operations of the After-School Education and Safety Grant.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommend that Council approve and authorize the Mayor to execute a one-year agreement (A-8551) and Memorandum of Understanding (A-8552)

with the Hueneme Elementary School District (HESD) for the City of Oxnard to receive the total amount not to exceed \$2,225,621.70 to operate the After-School Education and Safety (ASES) program at ten (10) schools with a City match of \$54,000 of in-kind services.

Terrel Harrison, Cultural & Community Services Director presented and answered the Committee's questions. There were no public comments. Discussion ensued among the Committee and staff.

It was moved by Member Zaragoza, seconded by Member Madrigal, to approve the recommended action as presented. VOTE: MacDonald, Madrigal, and Zaragoza voted in favor; the motion carried 3-0.

2. Cultural & Community Services Department

SUBJECT: Agreement with the Oxnard School District for the Operations of the After-School Education and Safety Grant.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommends that City Council approve and authorize the Mayor to execute a one-year agreement (A-8550) with the Oxnard School District (OSD) for the City to receive an amount not to exceed \$4,590,000 to operate the After-School Education and Safety Program with a City match of \$130,000 of in-kind services.

Terrel Harrison, Cultural & Community Services Director presented and answered the Committee's questions. There were no public comments. Discussion ensued among the Committee and staff.

It was moved by Member Madrigal, seconded by Member Zaragoza, to approve the recommended action as presented. VOTE: MacDonald, Madrigal, and Zaragoza voted in favor; the motion carried 3-0.

3. City Attorney Department

SUBJECT: Presentation of Options regarding Tobacco Retailer Licenses.

RECOMMENDATION: That the Committee conduct a study session, and direct staff to present the City Council with the following options regarding tobacco retailer licenses:

1. Establish a cap on the number of tobacco retailer licenses issued in the City without exceptions;
2. **Establish a cap on the number of tobacco retailer licenses issued in the City with certain exceptions;** or
3. Do not establish a cap on the number of tobacco retailer licenses issued in the City.

City Manager Nguyen introduced the item and Andrew Gonzalez, Deputy City Attorney answered the Committee's questions. There were no public comments, written public comments were received. Discussion ensued among the Committee and staff.

The Committee made a motion to present to Council recommended action option 2 with a cap of 100, on tobacco retailer licenses issued in the City.

It was moved by Member Madrigal, seconded by Chair MacDonald, to approve the recommended action as presented. VOTE: MacDonald, Madrigal, and Zaragoza voted in favor; the motion carried 3-0.

E. ITEMS FOR FUTURE AGENDAS (No requests were made.)

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Bryan A. MacDonald adjourned the meeting at 7:08 p.m.

ROSE CHAPARRO
City Clerk

BRYAN A. MACDONALD
Chair



COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING & DEVELOPMENT COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.1

DATE: May 28, 2024

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Jason Benites, Police Chief, (805) 385-7624, jason.benites@oxnardpd.org

SUBJECT: Ventura County Animal Services Agreement. (10 minutes)

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee recommend to the City Council:

1. Approve and authorize the Mayor to sign a Service Level Request in the amount of \$2,647,277 for FY 24-25 for the fifth year of a five-year agreement (A-8151) with the County of Ventura to provide animal safety services.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/2eGTju9ggq4>

BACKGROUND

The City entered into a five-year agreement with Ventura County Animal Services (VCAS) in FY 20-21. Under the terms of agreement, A-8151 (the "Agreement"), VCAS shall provide the following shelter services: impoundment, boarding, quarantine, veterinary services, euthanasia services, over-the-counter animal license sales, animal adoptions, and disposal of dead animals. Impounded animals will be vaccinated and provided necessary care, food, and shelter in accordance with the provisions of state law. The animal's picture will be posted on the VCAS website as soon as practicable to assist the City's residents in reclaiming a missing pet.

As part of the agreement, the costs are distributed among eight (8) Ventura County cities, including Oxnard and unincorporated areas of Ventura County. The costs are based on VCAS operating and administrative costs, licensing costs, and field staff services.

The base costs for VCAS have risen each year due to increases in personnel-related costs, medical supplies, and veterinary care. The FY 18-19 agreement of \$1,948,039 was a 5% increase from FY 17-18. The FY 19-20 agreement of \$2,113,884 was an 8.5% increase from FY 18-19. The FY 20-21 agreement of \$2,324,778 was a 9.9% increase from FY 19-20. The FY 21-22 agreement of \$2,479,135 was a 6.6% increase from FY 20-21. The FY 22-23 agreement of \$2,669,598.97 was a 7.7% increase from FY 21-22. The FY 23-24 agreement of \$2,488,481 was an 8.7% increase from FY 22-23. Finally, the proposed FY 24-25 agreement of \$3,097,685 is an increase of 5.5% from FY 23-24.

	VCAS COST	% Difference
FY 18-19	\$1,948,039	+5.0%
FY 19-20	\$2,113,884	+8.5%
FY 20-21	\$2,324,778	+9.9%
FY 21-22	\$2,479,135	+6.6%
FY 22-23	\$2,669,598	+7.7%
FY 23-24	\$2,925,981	+8.7%
FY 24-25	\$3,097,685	+5.5%

Per the five-year agreement, the animal intake costs are divided using a billing methodology that calculates the pro rata costs to cities looking at historical calendar year animal intake figures using a 3-year weighted average. There is a built-in 5% annual budget increase to the Animal Care budget each year of the agreement. Each year of the agreement, the Police Department will complete an agreement for the cost of the upcoming fiscal year.

The VCAS budget is a consortium of costs shared by the eight (8) contract cities and the County. Cities and the County pay their pro rata share based on the weighted average of animal intakes. There are no annual “true-up” costs, which means the City will not be billed more than the proposed Animal Care portion of expenses for FY 24-25.

The table below shows the costs for all cities and the unincorporated areas of the County for FY 24-25. This allocation of costs is based on the overall cost to run the shelter of \$7,431,963.87 (year five of the contract) that is shared by the eight (8) participating cities and the County based on a 3-year weighted average of animal intakes to the shelter. The column on the far right entitled “FY 24-25 Animal Care Cost” is the City’s actual animal care cost for the upcoming fiscal year.

	2021 Intake	2022 Intake	2023 Intake	3-Year Weighted Average	FY 24-25 Animal Care Cost
Camarillo	608 – 10.1%	613 – 9.3%	650-9.2%	9.62%	\$681,032.48
Fillmore	102 – 1.7%	146 – 2.2%	165-2.3%	2.01%	\$142,585.72
Moorpark	119– 2.0%	174 – 2.6%	186-2.6%	2.45%	\$173,307.84
Ojai	38 – 0.6%	46 – 0.7%	57-0.8%	0.66%	\$46,515.06
Oxnard	2377 – 39.4%	2799 – 42.3%	2,897-40.8%	40.86%	\$3,097,685.35
Port Hueneme	267 – 4.4%	221 – 3.3%	254-3.6%	3.81%	\$269,574.86
Simi Valley	570 – 9.5%	648 – 9.8%	730-10.3%	9.66%	\$684,049.57
Ventura	716 – 11.9%	773 – 11.7%	819-11.5%	12.06%	\$850,463.91
County	1234 – 20.5%	1194 – 18.1%	1,334-18.8%	19.30%	\$1,365,862.85
Total Intake	6,031	6,614	7,092	-	\$7,431,963.87

Additional costs are associated with on-call field services, emergency field services, and license processing and on-call field services, which varies depending on staffing within the Oxnard Animal Safety Unit. The City will use VCAS to provide on-call and emergency field services during periods when the City does not have any Oxnard Animal Safety Officers available for 24-hour coverage seven days a week. The field service rate was \$115 per hour (the VCAS hourly rate is the same for on-call standby and emergency response field services) in FY 23-24, and will increase to \$130 per hour in FY 24-25.

Licensing fees are \$6 per license processed, which will remain the same in FY 24-25. The table below shows the estimated cost of field services for FY 24-25.

FY 24-25 Agreement Estimates	
3-YR Weighted Average of Animal Intakes	40.86%
Shelter Costs	\$3,036,515.35
On-Call and Emergency Field Services	\$10,000.00
License Processing \$6/License	\$61,170.00
License/ Redemption Revenue	\$450,408.00

Total Net Cost Projection	\$2,647,277.35
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The revenue from animal licensing is used to offset the amount paid to VCAS for services, and is seen as a credit on quarterly invoices. The City also receives revenue credit from animals that are claimed by their owners and fees are recovered by VCAS. The revenue generated from animal redemption also offsets the amount paid to VCAS for services and is seen as a credit on quarterly statements.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

FINANCIAL IMPACT

The total amount of this agreement is \$3,097,685.35. The projected revenue from animal licensing and animal redemption for FY 24-25 is \$450,408.00. The net FY 24-25 General Fund Police Animal Safety Contracts & Services - Animal Shelter (Account No. 101-2113-53230) projected budgeted amount is \$2,647,277.35.

Prepared by: Edgar Fernandez, Police Commander

ATTACHMENTS

1. FY 24-25 - NEW SERVICE LEVEL REQUEST Oxnard_2.8.2024
2. FY 24-25 VCAS Agreement PP

ATTACHMENT A TO COUNTY-CITY ANIMAL SERVICES AGREEMENT

COUNTY OF VENTURA

AND

CITY OF OXNARD

FY 2024/25 SERVICE LEVEL REQUEST

**PART ONE: AVAILABLE SERVICES AND APPLICABLE BILLING
RATES AND CREDITS**

A. Animal Care Services

At the election of the City, the County shall provide the following services:

1. **Shelter Services**

As may be required, the County shall provide animal care services to the City for all animals originating within the boundaries of the City (whether picked up in the City or dropped off at the County's animal shelter) when there is a stray/abandoned animal, adoption return, confiscation, cruelty abuse or neglect investigation, or injured wildlife. The County will accept animals surrendered by their owners dependent upon shelter capacity. For animals originating in the City and impounded, the County shall provide the following animal care services: sheltering, boarding, animal adoptions, foster care coordination, veterinary care and treatment, bite quarantine, euthanasia services, and disposal of deceased animals. Impounded animals will be vaccinated and provided necessary care, food and shelter in accordance with the provisions of state law. The animal's picture will be posted on the Ventura County Animal Services Division's ("Animal Services") website as soon as practicable to assist the City's residents in reclaiming a missing pet. The County will also provide, based upon availability of funding and resources, owner requested euthanasia, TNR (Trap, Neuter, Return) surgeries for community cats, and Pet Retention programming. These services will not result in the animal being impounded to the shelter. The County, in its sole and exclusive discretion, shall determine the public and non-public hours of operation and the staffing of the County animal shelters.

The owner or person entitled to the custody of any animal originating within the boundaries of the City and impounded at a County animal shelter can redeem such

animal by paying applicable fees according to the rates and fees approved by the County Board of Supervisors accruing up to the time of such redemption.

The City shall be charged for its proportion of the total County animal care service costs incurred during the fiscal year identified above as set forth below. The County shall bill the City on a quarterly basis for animal care services based on a weighted three (3) calendar year average of the City's pro rata animal intake percentage, as follows:

The three (3) year weighted average will be calculated so that fifty percent (50%) of the rate is based on the City's previous calendar year pro rata animal intake percentage relative to the usage by other cities and unincorporated areas of Ventura County, twenty-five percent (25%) of the rate is based on the City's pro rata animal intake percentage from two (2) years prior and twenty-five percent (25%) of the rate is based on the City's pro rata animal intake percentage from three (3) years prior, illustrated as follows:

Example:

Hypothetical animal care budget: **\$6,027,354**

Camarillo: $(10.4\% \times .50) + (9.9\% \times .25) + (10.4\% \times .25) = 10.3\%$

Future year cost = 10.3% of \$6,027,354 = **\$620,817**

Payments of **\$155,204** made quarterly which will be reduced by any licensing revenue

	2018 INTAKE		2017 INTAKE		2016 INTAKE		FUTURE YEAR WEIGHTED AVG
Camarillo	1174	10.4%	1223	9.9%	1109	10.4%	10.3%
Fillmore	198	1.7%	320	2.6%	192	1.8%	2.0%
Moorpark	283	2.5%	245	2.0%	321	3.0%	2.5%
Ojai	44	0.4%	109	0.9%	50	0.5%	0.5%
Oxnard	4112	36.3%	4196	34.1%	3947	37.2%	36.0%
Port Hueneme	409	3.6%	432	3.5%	470	4.4%	3.8%
Simi Valley	1360	12.0%	1363	11.1%	1306	12.3%	11.8%
Ventura	1249	11.0%	1555	12.6%	1253	11.8%	11.6%
County	2494	22.0%	2864	23.3%	1971	18.5%	21.5%
Total Intake	11323	100.0%	12307	100.0%	10619	100.0%	100.0%

The animal care budget will be allocated among the participating cities and the County based on the weighted three (3) calendar year animal intake percentage formula described above. The County's animal care budget shall follow the following three (3) year fixed-rate schedule:

\$6,741,010.13 for fiscal year 2022-2023 (contract year 1)

\$7,078,060.63 for fiscal year 2023-2024 (contract year 2)

\$7,431,963.67 for fiscal year 2024-2025 (contract year 3)

In addition to the animal care formula charged to the participating cities, in the event of any animal intake at a County animal shelter originating from the City due to any law enforcement request, pending court case (including, but not limited to, a criminal case, a petition for writ of mandate under Code of Civil Procedure section 1085 or 1094.5, and a petition for hearing regarding whether a dog is potentially dangerous or vicious under Food and Agriculture Code section 31621, or related provisions of City Ordinance), or a court stay, which results in a County shelter stay of more than fifteen (15) days, the County shall also charge the City for animal care services according to the rates and fees approved by the County Board of Supervisors for each day that each such animal receives animal care services, and any fees have not been paid by the dog owner within 30 days of the County's invoice for services being mailed to the dog owner.

2. Petitions for Hearing to Determine Dogs to be Potentially Dangerous or Vicious

For any dog impounded to the shelter, the Animal Services Director may bring petitions for hearing to determine dogs residing within the jurisdictional limits of the City to be potentially dangerous or vicious under state law and/or City Ordinance Code. In connection with such petitions, the City shall pay the County according to the rates and fees approved by the County Board of Supervisors for County employee time expended (and including but not limited to, the attendance at hearing of County employees; legal services performed by the Office of County Counsel; and any services provided by an administrative hearing officer). If the County retains the services of an administrative hearing officer who is not a County employee, the City agrees to reimburse the County at the administrative hearing officer's customary hourly rate. If the dog owner appeals any determination that a dog is potentially dangerous or vicious, the City shall pay the County according to the rates and fees approved by the County Board of Supervisors for the attendance at the appeal hearing of County employees and the legal services performed by the Office of County Counsel in connection with such an appeal.

3. Rabies Suppression Record Management

The County shall provide the City with rabies control activity reporting as required by State Law.

B. Field Services

At the election of the City, the County shall provide the City with the following field services consistent with County Ordinance and State Law.

For City Ordinance Code provisions that are consistent with County Ordinance Code and State law, animal control officers may issue citations (administrative or notice to appear) for violations observed by animal control officers while in the field (and including, but not limited to, citations issued for: failure to license, barking dog nuisance, failure to vaccinate, violation of leash laws, violation of mandatory spay/neuter, violation of animal nuisance orders, and breeding of animals without required permits). The City will be solely responsible for collection of the citation amounts and processing of any administrative appeals from these citations issued by animal control officers in the field except for barking dog nuisance citations which may be handled by the County. The County will not be responsible for collections or processing administrative appeals from citations issued in the field and/or citations in which the animal owner is provided notice to appear in court except for barking dog nuisance citations which may be handled by the County.

The County will provide, consistent with County Ordinance and State Law, response and investigation of reported animal bite and intimate contact cases to establish that there is compliance with state-mandated quarantine procedures. This includes a follow-up to verify the health of the animal after quarantine. Shelter quarantine will be at the discretion of the County.

The County shall charge the City according to the rates and fees approved by the County Board of Supervisors for County employee time expended in providing field services. The City shall identify a budgeted amount for field services per fiscal year, as well as the average budgeted level of hours of service that the City authorizes the County to provide per week. The County shall notify the City in writing on a quarterly basis regarding actual hours expended for field services to the City, to enable the City to make the determination of whether the City wishes to authorize in writing a higher budgeted annual amount for field services that are not state-mandated. The County will provide the City state-mandated field services, and the City agrees to pay the County's costs for all state-mandated field services, whether or not the City's budgeted amount or hours for field services have been exceeded. The County shall be under no obligation to provide the City with any non-state-mandated field services in excess of the City's budgeted cost and hours, in the absence of prior written City authorization to do so.

The County will issue barking dog citations to owners of dogs residing within the jurisdictional limits of the City upon the required showing being made under City ordinance regarding the existence of a barking nuisance. The County shall charge the City according to the rates and fees approved by the County Board of Supervisors for County employee time expended in reviewing and responding to complaints regarding barking dog nuisances in the jurisdictional limits of the City, regardless of whether a barking nuisance citation is ultimately issued. Once a citation is issued, the dog owner will be responsible for paying the County's standard fee for any administrative review of a citation, as well as paying any required hearing deposit to request an administrative hearing to contest the citation, unless the dog owner establishes to the County the dog owner's financial inability to pay, in which case, the City shall reimburse the County according to the rates and fees approved by the County Board of Supervisors for County employees providing services based on the time expended per hearing; and if the County retains the services of an administrative hearing officer who is not a County employee, the City agrees to reimburse the County for hearing officer services rendered at the administrative hearing officer's customary hourly rate.

In the event the City declines to have the County perform field services and transports an animal the shelter for care, the City shall be responsible for:

- (i) Scanning animals for an existing microchip and making all efforts to reunite a lost animal with its owner based on any microchip information prior to transporting that animal to a County shelter;
- (ii) Making all efforts to use information available from any animal's personal ID tag or a pet license to reunite a lost animal with its owner prior to transporting that animal to a County shelter;
- (iii) Vaccinating an animal with current standard vaccinations provided by Animal Services after an animal has been transported to a County shelter; and
- (iv) Taking a digital photograph of an animal and loading the digital photograph and other pertinent animal information onto Animal Services' computer information system for tracking animals subject to impoundment after an animal has been transported to a County shelter.

C. Administrative Services

1. Animal License Processing per License

At the election of the City, the County and/or the County's vendor shall provide the City with animal license processing services at the annual fiscal year cost of six dollars (\$6.00) per applicable cat or dog license for each animal within the boundaries of the City. The County and/or the County's vendor shall mail license renewal notices to the animal owner of record; and when the renewal and payment

are received, the County will process licenses. If the County and/or the County's vendor provides online web-licensing, it shall provide such web-licensing at no additional cost to the City. Licenses will be required before the County will release an animal to a resident of the City. The City animal license fees that the County and/or the County's vendor collects (less the amount of the County's license processing fee of six dollars (\$6.00)) will be credited to the City quarterly in arrears against the amount that the City owes the County under the parties' animal services agreement.

2. Automated Administrative Citation Processing

At the election of the City, and consistent with City Ordinance Code provisions, the County and/or the County's vendor shall provide the City with an automated citation service for citations related to licensing, vaccination, (and, if applicable, mandatory spay/neuter) issued to animal owners within the boundaries of the City. If the County reaches a determination, in its sole and exclusive discretion, that it no longer desires to provide an automated citation service to the City (either directly by the County or through the County's vendor), the County shall provide the City with sixty (60) days' prior written notice before ceasing to provide such services.

The County and/or the County's vendor will provide the following automated citation processing service to the City contingent upon the City's reimbursement of actual County costs incurred, and including, but not limited to:

- a. actual costs charged to the County by the County's General Services Agency for mailing and processing of citations and the cost of one (1) hour per month for the services of a Field Services Manager/Citations Clerk: generate auto citations in Chameleon software; send files to the General Services Agency for processing; receive and review auto citation files from the General Services Agency to ensure accuracy; send reviewed and completed files to the General Services Agency for processing and mailing to animal owners; receive and store finalized PDF file from the General Services Agency; generate email notification to the City's staff with PDF files for further collection and appeals; receive, through a Supervising Animal Control Officer, communication from City staff regarding citizen appeals when necessary; and receive updates from the City regarding customer data to be updated, with the County updating data in Chameleon software; or
- b. actual costs charged to the County by the County's vendor for mailing and processing of citations and issuing any required licenses; generating email notifications to the City's staff with PDF files for further collections and appeals; receiving communication from City staff regarding citizen appeals

when necessary; and receiving updates from the City regarding customer data to be updated.

To the extent that such services are not provided by the County and/or the County's vendor, the County will not be responsible for collections or processing administrative appeals from automated citations. The City will be solely responsible for collections and for processing any administrative appeals once automated citations are issued to animal owners.

PART TWO: SPECIFIC SERVICE REQUESTS AND APPROVALS

The County will provide the City with the services authorized below:

Animal Care Services:

- X** The City authorizes the County to provide animal care services for animals originating within the boundaries of the City during fiscal year 2024/25 according to the terms and conditions set forth in Part One of this Agreement. The budgeted cost of animal care services for the City will be **\$3,036,515.35** for fiscal year 2024/25. In addition to the budgeted amount, as more fully set forth in Part One above, the City will also pay the County, according to rates and fees approved by the County Board of Supervisors for: (1) animal care services associated with County shelter stays of more than fifteen (15) days; (2) for County employee time expended in connection with petitions brought by the Director of Animal Services to determine whether dogs residing in the jurisdictional limits of the City are potentially dangerous or vicious, and (3) for County employee time expended in connection with any appeals from such determinations. In addition, if an administrative hearing officer is not a County employee, the City agrees to reimburse the County's costs for administrative hearing officer time at the administrative hearing officer's customary hourly rate. Consistent with Section 8.3 of the parties' Animal Services Agreement, the County shall credit the City with revenues paid by City residents toward amounts owed by the City for services provided.

Field Services:

- ☐ The City authorizes the County to provide budgeted field services during fiscal year 2024/25 of _____; with field services budgeted at _____ hours per week, to be provided by the County to the City, according to the terms and conditions set forth in Part One. If it appears that the City may exceed its budgeted cost and hours for field services: (i) the County will continue

to provide additional state-mandated services to the City, and the City agrees to pay for those additional state-mandated services according to the rates and fees approved by the County Board of Supervisors, and (ii) the County will only provide further field services that are not state-mandated to the City upon receipt of City written approval for such services, and the City agrees to pay for all such services authorized in writing by City personnel. The City hereby agrees to the County's enforcement of the City's municipal code provisions in providing field services.

- X** The City authorizes the County to provide field services only for emergency calls (requests for an animal services officer by law enforcement or fire personnel, aggressive animal at large threatening the public, wild animal at large in City area, livestock at large and in sight, stray animal bite with the animal at large or confined by a non-owner) at a not to exceed amount of 1000 hours for the fiscal year. This level of service is intended to provide emergency response on an as-needed basis from the County on behalf of a City that employs its own field services when requested by the City and the County is able to respond. The City hereby agrees to the County's enforcement of the City's municipal code provisions in providing field services.
- ☐ The City declines to have the County provide field services.

Administrative Services:

Animal License Processing:

- X** The City authorizes the County and/or the County's vendor to provide animal license processing services for the City during fiscal year 2024/25 according to the terms and conditions set forth in Part One.
- ☐ The City has adopted the license fees set forth in Animal Services' approved schedule of rates and fees.
- X** The City has adopted the following license fees that differ from the license fees set forth in the Ventura County Animal Services approved schedule of rates and fees:

Specify:

Current City license fees were adopted by the City on June 21, 2022.

- ☐ The City declines to have the County provide animal license processing.

Automated Citation Service:

- X** The City authorizes the County and/or the County's vendor to provide automated citation processing services for the City during fiscal year 2024/25 according to the terms and conditions set forth in Part One.
- ☐ The City declines to have the County and/or the County's vendor provide automated citation processing services.

CITY OF OXNARD

COUNTY OF VENTURA

Signature: _____
[Title of Authorized Representative]

Signature: _____
Director of Animal Services

Date: _____

Date: _____

FY 24-25 Animal Safety Services Agreement

Public Safety Committee
May 28, 2024

Oxnard City Council
June 18, 2024

Edgar Fernandez,
Commander

1. That the Public Safety Committee recommend the City Council approve and authorize the Mayor to approve a budget in the amount of \$2,647,277 for FY 24-25, total cost projection for the fifth year of a five year agreement (A-8151) with the County of Ventura to provide animal safety services.

2. That the City Council approve and authorize the Mayor to approve a budget in the amount of \$2,647,277 for FY 24-25, total cost projection for the fifth year of a five year agreement (A-8151) with the County of Ventura to provide animal safety services.

- Five year services agreement with the County of Ventura was approved by City Council on June 2, 2020.
- Per the agreement, each year the Police Department is required to complete an agreement for the cost of the upcoming fiscal year.

Services provided by VCAS in Service Level Agreement:

- Animal Care Services
- Emergency Field Services
- Animal License Processing

VCAS Shelter Services:

- Confiscation
- Boarding
- Impoundment
- Quarantine
- Veterinary services
- Request for euthanasia
- Animal adoptions
- Disposal of dead animals
- Post missing/found animal on their website
- Owner surrender
 - Assistance of Pet Retention Specialist

Impounded animals will be vaccinated, given necessary care, food, and shelter in accordance with state law.

- Will only respond when a City ASO is not available
- Will be on-call when forecasted
- Will respond in emergency situations or “as-needed” when requested by police or fire personnel
- On-call standby and emergency response rate is \$130/hour
- Emergency response examples:
 - Vicious animal at large threatening the public
 - Stray animal bite with the animal at large or confined by a non-owner
 - Injured animal

Animal License Processing:

- Process animal licenses for the City
- Send renewal notices to animal owners
- Animal owners will have access to renew animal licenses online
- License fees (minus \$6 license processing fee) will be credited to the amount the City owes each quarter

	VCAS COST	% Difference
FY 18-19	\$1,948,039	+5.0%
FY 19-20	\$2,113,884	+8.5%
FY 20-21	\$2,324,778	+9.9%
FY 21-22	\$2,479,135	+6.6%
FY 22-23	\$2,669,598	+7.7%
FY 23-24	\$2,925,981	+8.7%
FY 24-25	\$3,097,685	+5.5%

- Cost of the agreements reflect a percentage of the VCAS FY Budget

- Still a percentage of the VCAS FY Budget
- A consortium of costs shared by the eight (8) contract cities and County
- Percentage is a 3-year weighted average of animal intakes
- No annual “true-ups”
- 5% built-in increase each year of the agreement
- Revenue is still a credit against amount owed on quarterly invoices

	2021 Intake	2022 Intake	2023 Intake	3-Year Weighted Average	FY 24-25 Animal Care Cost
Camarillo	608 – 10.1%	613 – 9.3%	650-9.2%	9.62%	\$681,032.48
Fillmore	102 – 1.7%	146 – 2.2%	165-2.3%	2.01%	\$142,585.72
Moorpark	119– 2.0%	174 – 2.6%	186-2.6%	2.45%	\$173,307.84
Ojai	38 – 0.6%	46 – 0.7%	57-0.8%	0.66%	\$46,515.06
Oxnard	2377 – 39.4%	2799 – 42.3%	2,897-40.8%	40.86%	\$3,097,685.35
Port Hueneme	267 – 4.4%	221 – 3.3%	254-3.6%	3.81%	\$269,574.86
Simi Valley	570 – 9.5%	648 – 9.8%	730-10.3%	9.66%	\$684,049.57
Ventura	716 – 11.9%	773 – 11.7%	819-11.5%	12.06%	\$850,463.91
County	1234 – 20.5%	1194 – 18.1%	1,334-18.8%	19.30%	\$1,365,862.85
Total Intake	6,031	6,614	7,092	-	\$7,431,963.87

Shelter Services: \$3,036,515.35

Additional Projected Costs: \$61,170.00

- Emergency Field Services, Animal License Processing Fees, Citation Program

Projected Cost of Agreement: \$3,097,685.35

Projected License Revenue: \$450,408.00

Total Projected Cost of Agreement: \$2,647,277.35



QUESTIONS