



## COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

### SUMMARY REPORT

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**Agenda Date:** 6/11/2019

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**To:** Board of Supervisors of Sonoma County  
**Department or Agency Name(s):** Department of Health Services  
**Staff Name and Phone Number:** John Skeel, 565-5407  
**Vote Requirement:** Majority  
**Supervisory District(s):** Countywide

**Title:**

Animal Shelter Veterinary Services Agreement

**Recommended Actions:**

Authorize the Director of Health Services to execute an agreement with Catherine McKenzie, DVM to provide veterinary services in the County animal shelter for the period July 1, 2019 to June 30, 2022 in an amount not to exceed \$409,500.

**Executive Summary:**

Sonoma County Animal Services operates a shelter that takes in nearly 3,300 animals annually, primarily dogs and cats. Animal Services must provide appropriate veterinary care for every animal taken in at the shelter, and spay or neuter every dog and cat before adoption. This item requests approval to execute an agreement with Catherine McKenzie, DVM, to provide veterinary services in the County animal shelter for the period July 1, 2019 to June 30, 2022.

**Discussion:**

Animal Services does not have a veterinarian on staff and therefore contracts for veterinary care services for animals in its care. On April 2, 2019 the Department issued a request for qualifications inviting proposals for veterinary services to be provided at the County animal shelter. Consistent with the competitive procurement process, the request for qualifications was posted on the County purchasing website. The request for qualifications was also posted on the Department of Health Services website and emailed to local veterinarians, clinics, and the Redwood Empire Veterinary Medical Association.

In response to the request for qualifications, one proposal was received, from Dr. Catherine McKenzie, who was at that time a contracted veterinarian providing services at the shelter. The proposal was evaluated based on criteria established prior to release of the request for qualifications, including demonstrated ability and experience in diagnosis and treatment of animal diseases, infectious disease prevention, and high volume spay/neuter surgery. An evaluation team comprised of the Animal Services Director, Operations Manager, and Shelter Supervisor recommended approval of a new veterinary services contract with Dr. McKenzie.

In addition to the commendable proposal score as determined by the evaluation team, during the years that Dr. McKenzie has provided care at the shelter she has contributed significantly to the overall health and well-being of shelter animals, and honed her ability to provide safe and efficient high-volume spay/neuter surgeries having performed 989 dog and cat operations in 2018 alone.

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**Prior Board Actions:**

On March 21, 2017 the Board approved the first amendment to an agreement with Catherine McKenzie, DVM to provide veterinary services in the County animal shelter, increasing the amount by \$293,176, resulting in a new total not-to-exceed amount of \$384,336 including \$119,760 for FY-16-17 and \$132,288 for each of FY 17-18 and FY 18-19, and extending the term from April 30, 2017 to June 30, 2019.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 18-19 Adopted</b>	<b>FY19-20 Projected</b>	<b>FY 20-21 Projected</b>
Budgeted Expenses	0	136,500	136,500
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>0</b>	<b>136,500</b>	<b>136,500</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	0	136,500	136,500
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>0</b>	<b>136,500</b>	<b>136,500</b>

**Narrative Explanation of Fiscal Impacts:**

The proposed FY 19-20 budget includes \$136,500 for this agreement. Funding for future years will be included in the appropriate year budgets (FY 20-21 \$136,500 and FY 21-22 \$136,500). This agreement is funded by fees and city contracted services revenue. The new total not-to-exceed amount of the agreement is \$409,500.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll)</b>	<b>Monthly Salary Range (A - I Step)</b>	<b>Additions (number)</b>	<b>Deletions (number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Services agreement with Dr. McKenzie

**Related Items "On File" with the Clerk of the Board:**

None