

**AGENDA
MEETING OF THE
ANIMAL CARE JPA
WEDNESDAY, MAY 12, 2010, 11:00 A.M.
YUCCA VALLEY COMMUNITY CENTER JOSHUA TREE ROOM**

ROLL CALL: Directors Cronin, Herbel, Huntington, Chair Derry

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Approve the minutes of April 28, 2010 as presented

DIRECTORS REPORTS/UPDATES

None

DISCUSSION ITEMS

1. Report from the Architect Review Evaluation Committee (AREC)
 - a. Consider recommendation from AREC to select the six (6) highest rated architectural firms to provide formal presentations to the JPA Board
2. Potential Funding Mechanisms

FUTURE AGENDA ITEMS

- a. Discussion regarding County Voucher Program
- b. County/Town Fee Schedule.

PUBLIC COMMENTS

ADJOURNMENT

**CITY/COUNTY ANIMAL SERVICES JPA MINUTES
WEDNESDAY, APRIL 28, 2010, 10:30 A.M.**

Director Derry called the meeting to order at 10:30 a.m. with Directors Herbel, Huntington, Cronin and Chair Derry present

PLEDGE OF ALLEGIANCE

Led by Chair Derry

APPROVAL OF MINUTES

Approve the minutes of March 10, 2010 as presented

Director Huntington moved and Director Herbel seconded to approve the minutes of March 10, 2010. As there was no objection the minutes stand approved.

DIRECTORS REPORTS/UPDATES: None

DISCUSSION ITEMS

1. **Designation of San Bernardino County Counsel as Legal Advisor, Introduction of Assigned County Counsel, Rex Hinesley, who will represent the JPA.**

Mr. Hinesley reported, after review of the minutes of previous meeting, County Counsel had not been designated Counsel for the JPA and recommended that designation be made. Director Herbel moved that San Bernardino County Counsel be designated legal advisor for the JPA. The motion was seconded by Director Huntington and approved without objection.

2. **Official Name of the JPA: City-County Animal Services Joint Powers Authority.**

Director Cronin reported in JPA documents the name Animal Care JPA has been used, including in the insurance documents. In the governing agreement approved by the Town Council and the Board of Supervisors the official name is the City-County Animal Services Joint Powers Authority. He recommended that the title on page 1 of 9 of the governing JPA agreement be simplified to Animal Care Joint Powers Authority. By doing so the name of the JPA would not have to be changed in other documents including the insurance agreement.

Mr. Hinesley commented the Town and County would have to adopt an amendment to the actual JPA to make that change. The action would be to request the Town and County to make the change. Director Huntington moved that the JPA request the Town and County amend the name of the JPA to be Animal Care Joint Powers Authority. The motion was seconded by Director Herbel and approved without objection.

Mr. Hinesley stated he will prepare the basic amendment item and forward it to Director Cronin who will work with the Town.

3. Discuss California Environmental Quality Act (CEQA) Requirements for Animal Shelter

Mr. Hinesley commented environmental review must be performed at some level for the proposed project. CEQA requires that review be done at the earliest possible time. The architects RFP and potential contract perhaps brings the JPA to that point. He will recommend during the next agenda item that the JPA request that the architect's agreement commit only to pre-design services which will give the JPA the information necessary to develop a site plan and Initial Study in order to determine the level of CEQA review required. The project would remain a proposed project and the funding would represent a relatively minor amount compared to the total project.

Director Cronin commented as the proposed contract for the architect is developed the JPA will be outlining the process as hiring the architect to develop the related studies to comply with CEQA and only committing to that at this time.

4. Review report regarding phased in approach for construction of facility.

Director Cronin discussed options of potentially excluding portions of the proposed facility as outlined in the 2000 architectural review, offering them as a guide to the proposed architect for a phased in approach. The intent is to clearly identify which items are proposed to be phased.

Deputy Town Manager Shane Stueckle briefly discussed the phased in approach and the differences between the 2000 RFP and the Town's Public Facilities Master Plan regarding size of buildings, staff levels and other issues which were referenced in the 2010 RFP.

Director Cronin stated this is to give clarification and clear guidance to the proposed architect that this phased in approach needs to be considered based upon existing budget guidelines and population levels.

The Directors agreed it should be built for today but programmed for tomorrow.

5. Review RFQ's for Architectural Services

Director Cronin reported 16 bid packets were received. They have not been opened or reviewed. He recommended that a review committee be established to set standards and criteria to rate the submittals based upon our needs and the qualifications of the bidders. He further recommended that the County Architecture and Engineering department be consulted for assistance in the rating process and the committee be made up of 2

members of the JPA Board.

Director Derry suggested one person from the county and one person from the Town be appointed to the committee and recommended Directors Cronin and Huntington. He further requested that a Local Preference policy be placed on the agenda for the next meeting.

Director Herbel moved that a two member evaluation committee be created to consider the proposals received, that Directors Cronin and Huntington be appointed to that committee and that the committee consult with the County Architectural and Engineering department as technical advisors. The motion was seconded by Director Derry and was approved without objection.

Directors Cronin and Huntington agreed to report on committee activities at the next meeting.

6. Potential Funding Mechanisms.

Director Cronin reported the construction project is fully funded pending Board of Supervisors approval of the 10/11 budget. Other funding options such as grants should be identified to underwrite portions of the construction. A work group should be identified if we want to apply for these supplemental funds to support a phased in approach. Most of the grants range from \$5,000 to \$20,000 which could help with funding operations for a spay/neuter program. He recommended the item stay on the agenda.

7. Spay/neuter Veterinarian Services.

Town Animal Care & Control Manager Melanie Crider stated the Directors previously requested a policy discussion regarding the JPA operating a public low cost animal spay/neuter clinic or including a veterinarian as part of the shelter staff. The cost to employ a full-time veterinarian averages between \$80,000 and \$100,000 per year, not including clerical/support staff, medical equipment, surgical or recovery room or pharmaceuticals estimated to be \$10,000 to \$15,000 annually.

Low cost community spay/neuter clinics are generally funded and operated through larger non-profit organizations, not local governments. Consideration should be given to a voucher program similar to the County's.

Director Derry asked if the JPA could pursue grant funding for a voucher program. Director Cronin replied he is aware of one foundation that might be an asset. The County's voucher program does not compete with local veterinary practitioners but rather partners with the private sector when it is practical and viable. The JPA could apply for grants when a mechanism is in place for administering the vouchers. The item could be placed on the agenda at a later date nearing the end of construction for reconsideration.

The Directors discussed spay/neuter costs, the need for grant funds, Board of Supervisors upcoming policy decisions regarding mandatory spay and neuter for dogs as that relates to reduction in or stabilization of animal care costs.

8. County/Town Fee Schedule Discussion.

Director Crider commented the intent of the JPA is to ensure the County and Town are using like or similar fee structures. The County dog license fee is higher for unaltered animals than for spayed or neutered.

Ms. Crider reported the Board requested a discussion of current Town and County animal fee schedules. The Town license fee for unaltered dogs was increased in 2007. Both the County and Town animal fee schedules are contained in the meeting packet. Staff recommends the fee schedules remain as currently structured until such time as the JPA is approaching formal operations of the animal shelter. The Town's adoption fee includes the cost of the spay/neuter and is charged for all animals brought to the shelter whether from the County or in Town. Director Cronin recommended the Board support the staff recommendation. A license fee significantly higher for unaltered animals is an encouragement to spay or neuter.

Director Huntington moved to accept the report and support staff's recommendation. The motion was seconded by Mr. Derry and was adopted with no objections. Director Herbel requested that the item be placed on a future agenda at the appropriate time.

FUTURE AGENDA ITEMS

Director Cronin an agenda item for the next meeting will be to receive a report from the Architect review evaluation committee with a recommendation for proceeding to formal presentations from between 3 and 5 candidates.

PUBLIC COMMENTS - None

ADJOURNMENT

Director Derry announced the next regular meeting of the Animal Care JPA will be held on Wednesday, May 12, 2010 at 11:00 a.m. There being no further business, the meeting was adjourned at 11:11 a.m.

Respectfully submitted,

Jeannie Lindberg
Deputy Town Clerk

Report of the Architect Review Evaluation Committee

1. The Committee consisted of appointed JPA members Cronin and Huntington and met on Thursday May 6th at 11:00 am in Yucca Valley to evaluate and recommend to the Animal Care JPA a select number of responding firms for additional evaluation. These firms would be further required to submit not-to-exceed fee proposals and an invitation would be extended to provide a presentation of past shelter projects and give the Authority the opportunity to meet, interview and evaluate the firm in a face to face environment.
2. The firms were evaluated using a judiciary process as much as possible based on the following criteria as called for in the RFP:
 - Responsiveness to the RFP
 - Experience with animal shelters
 - Experience with publicly bid projects
 - Adequacy of support and listed consultants
 - Experience with agencies with jurisdiction over projects
 - Completeness of proposal
3. The following criteria will be considered in evaluating those firms asked by the JPA to participate in the interview process:
 - Satisfaction of past and current clients
 - Professional reputation of firm
 - Proven experience in meeting schedules
 - Accuracy of firms cost estimates
 - Ability to offer sound value engineering options for the project
4. A total of 16 firms submitted proposals. Of those, the committee discounted five of the proposals for lack of completeness, not satisfactorily demonstrating sufficient shelter experience or a general lack of experience in public projects. Of the remaining eleven respondents, the committee would like to recommend the

following six firms for further review: (firms are listed in alphabetical order and not as scored by the committee)

- **AC-6 Architects, Redlands**

This is a collaboration of three firms – one to supply project management, one to supply project architectural services and a well known national shelter designer from Boulder, Co.

- **ATI Architects + RF&A Architects, Redlands & Laguna Hills**

This is a collaboration of two firms. ATI is essentially an architectural engineering firm providing project management and in house consulting services and RF&A (with offices also in Boston) is a very experienced animal shelter design firm.

- **Escalante Architects, Palm Springs**

A small firm who understands the desert environment and has as the designated lead architect a recent addition to the firm but who's experience includes the recent Blythe and Wildomar shelters.

- **Holt Architects, Rancho Mirage**

Holt Architects has been a fixture in the low desert since the 70's. Their resume includes shelters and animal support facilities and he has done extensive public work in the Coachella and Morongo Valleys.

- **Williams Architects, Upland**

Another small firm, has recently completed the Upland Shelter and the firm's resume demonstrates cost effective solutions to needs. The firm lists a number of public ventures and lists known consultants.

- **WLC Architects, Inc, Rancho Cucamonga**

WLC is a large firm with statewide offices and a number of animal shelters to its credit including the Coachella Valley Animal Campus, the Moreno Valley and Rancho Cucamonga shelters. They list known consultants with desert experience and were the architects for the City of Yucaipa City Hall.

5. The process proved difficult in limiting the recommendations as the response to the RFP provided exceptional presentations. The remaining five proposals

scored very close and thus six are recommended in lieu of three or five which would have eased the process. The recommendations were carefully considered based on the criteria and a consensus was reached by the committee to forward the above named firms to the JPA Board.

6. **Recommendation:** That the Animal Care JPA – Yucca Valley Animal Shelter extend an invitation to the above listed six firms to submit not-to-exceed fee proposals including labor, travel costs, printing costs, etc. for the project. The fee proposal shall segregate the CEQA portion of the work scope which shall include the Geotechnical Study, Native Plant Survey, Biological Survey, adequacy of water supply, a wastewater treatment resolve and completed CEQA documents as determined. The balance of the proposal shall be as requested in the RFP. Furthermore, each firm shall be requested to provide a brief presentation on their firm’s qualifications based on similar projects and be open for questions from the JPA members. It is further recommended that letters be sent to the balance of the applicants thanking them for their submissions.