



STAFF REPORT

AGENDA NO: 9i

MEETING DATE: April 20, 2026

To: Honorable Mayor and City Council

Date: April 20, 2026

From: Lisa K. Goldman, City Manager – (650) 558-7243

Subject: Adoption of a Resolution Authorizing the City Manager to Execute an Amendment to the Animal Control Agreement between the County of San Mateo and all Cities within San Mateo County for a Three-Year Term Beginning July 1, 2026

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to execute an amendment to the animal control agreement between the County of San Mateo (the County) and the 20 San Mateo County cities for a term of three years beginning July 1, 2026.

BACKGROUND

Animal control has been one of the longest-running regional/shared services in San Mateo County. Since 1952, the County has contracted with the Peninsula Humane Society & SPCA (PHS) for animal control field and sheltering service. All 20 cities in the County have in turn contracted with the County for these services. Historically, cities have taken advantage of the economies of pooling resources in order to realize lower costs for services than each city could likely achieve by providing its own services.

PHS provides animal control services in a County-owned 45,000 square foot building at 12 Airport Boulevard in San Mateo. The mandated animal control service functions, which occur at the Airport Boulevard facility, include receiving and housing stray animals; serving as the location for the public when looking for lost pets or surrendering animals; sheltering animals; spay/neuter clinic; and vaccination clinic. For public convenience, licensing, micro-chipping, veterinary care and animal behavior work, and field services staff are at this location and respond to calls for service in the community.

DISCUSSION

On January 5, 2021, the County released a request for proposals to 71 organizations for an Animal Care, Control and Shelter Services Contractor serving San Mateo County. Two contractors submitted proposals on February 18, 2021 (Peninsula Humane Society & SPCA and Partners in Animal Care & Compassion/Pets in Need).

On March 4, 2021, a review committee composed of nine reviewers including a Deputy County Manager, a San Mateo County Fiscal Officer, five reviewers from various San Mateo County cities, and subject matter experts from Los Angeles and San Bernardino evaluated the proposals. The evaluation determined that both proposals were acceptable; however, Peninsula Humane Society & SPCA (PHS) scored higher overall.

Contract negotiations with PHS started on March 24, 2021. The negotiating team included the County Manager, County Counsel, the County Animal Control Manager, and six City representatives. Negotiations were amicably concluded on April 3, 2021.

The original agreement terminates on June 30, 2026, but can be extended for an additional three years if the parties mutually agree in writing. According to the County, PHS has performed effectively during the term of the contract, providing the Cities with reliable animal control services and significantly reducing the number of complaints compared to previous years. For that reason, the County desires to extend the Animal Care and Control Services contract for another three years until June 30, 2029. PHS is amenable to the extension.

Provisions of the Amendment:

Only a few modifications have been made to the agreement, as outlined below:

- Section 4.1.a is amended as follows:

4.1.a The County will pay Animal Control Contractor the following agreed-to amounts. These costs are to be reimbursed by the cities as provided in Section 3.7 above.

Fiscal Year	Amount
2021-22	\$6,189,290.95
2022-23	\$6,327,480.28
2023-24	\$6,499,455.67
2024-25	\$6,674,024.00
2025-26	\$6,858,739.01
2026-27	\$7,037,138.11
2027-28	\$7,220,177.44
2028-29	\$7,407,977.72

Note that this is less than a 3% increase a year for the contracted animal control services, and this cost will be passed onto the Cities.

- Section 4.1.b is amended as follows:

4.1.b The County will pay Animal Licensing Contractor the following agreed-to amounts. These costs are to be reimbursed by the cities as provided in Section 3.7 above (the table in 4.2 includes the payment for the contract Petdata for approximately \$1,096,827 for five years, which is \$219,365 yearly and which will end on June 30, 2027).

Current Contract 2022-2027	Amount
One year license	\$4.28 per license
Multi-year license	\$4.28 for the first year, \$2 for each additional year
Late fees collected	\$2.50 collection service fee for each license
Replacement tags	\$4.28 per tag
Bank and supply fees	Actual cost

- Section 4.2 of the agreement is amended as follows:

4.2 The County shall provide the administrative services as outlined in this Agreement for the following estimated amounts to be charged to and paid by the cities. Costs may vary as labor negotiations and internal service charges are negotiated at a Countywide level. Cities will only be invoiced for the actual costs to provide said services as outlined in this Agreement and are to be reimbursed by the Cities as provided in Section 3.7 above.

Fiscal Year	Amount
2021-22	\$790,835
2022-23	\$790,375
2023-24	\$814,086
2024-25	\$822,227
2025-26	\$846,894
2026-27	\$872,301
2027-28	\$898,470
2028-29	\$925,424

- Section 4.3.j has been removed from the agreement. This section was to arrange a performance audit or fiscal assessment of the Animal Control Contractor (PHS). The County released an RFP in January to find a vendor to perform an audit of PHS and felt that it would not be fiscally responsible to conduct another audit within three years and would, instead, include this provision in the next contract.

- Section 5.8 is amended as follows:

5.8 Term and Termination. Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2021 through June 30, 2029.

FISCAL IMPACT

The costs for animal control services are included in the Police Department’s annual budget.

Exhibits:

- Resolution
- Amendment