COUNTY OF HUMBOLDT

For the meeting of: 7/8/2025

File #: 25-819

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Animal Shelter Services Agreement with City of Blue Lake

RECOMMENDATION(S):
That the Board of Supervisors:

1. Retroactively approve, and authorize the Chair of the Board and the Sheriff to execute the attached Animal Shelter Services Agreement with the city of Blue Lake for the period of July 1, 2025, to June 30, 2029 (attachment 1); and
2. Authorize the Sheriff and his designees to recompute the annual cost of animal shelter services and notice the city of Blue Lake of the new annual rate in accordance with the agreement; and
3. Authorize the Chair of the Board and Sheriff to execute any amendments, extensions, or modifications to the Agreement with approval by County Counsel, Risk Management, and the County Administrative Office (CAO).

STRATEGIC PLAN:
This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Safe & Healthy Communities
Strategic Plan Category: 1001 -Support and sustain partnerships between public safety and partner agencies to enhance public safety in our communities

DISCUSSION:
Since 2004, the city of Blue Lake has contracted with the Humboldt County Sheriff's Office (HCSO) to provide animal shelter services to the incorporated area of their city. The city has been under the same contract since 2004 with annual CPI increases. HCSO has worked with County Counsel, Risk Management, and the CAO's office to implement a new cost model and update the agreement.

The basic level of animal shelter services to be provided to the city of Blue Lake consist of HCSO maintaining and operating an animal shelter in a secure and sanitary manner adequate for the confinement, treatment and disposal of all domestic animals which may be delivered to it from the city.
Due to timing of acquiring all signatures and approvals, HCSO requests retroactive approval of the agreement to July 1, 2025.

SOURCE OF FUNDING:
City of Blue Lake (1100-278, Revenue 611065 Shelter Contracts - Cities)

FINANCIAL IMPACT:

Expenditures (1100,278)	FY25-26	FY26-27 Projected*	FY27-28 Projected*

Budgeted Expenses	$10,799	$11,123	$11,457
Additional Appropriation Requested	$0	$0	$0
Total Expenditures	$10,799	$11,123	$11,457

**Projected amounts are estimates and are subject to change.*

Funding Sources (1100,278)	**FY25-26**	**FY26-27 Projected***	**FY27-28 Projected***
General Fund	$0	$0	$0
Fees/Other	$10,799	$11,123	$11,457
Total Funding Sources	$10,799	$11,123	$11,457

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:
City of Blue Lake will pay $10,799 for animal shelter services in budget unit 1100-278 from July 1, 2025 to June 30, 2026. The agreement was included in the Fiscal Year 2025-26 budget. The agreement expires June 30, 2029 and the annual fee is recomputed effective July 1st of each year to reflect actual cost of services. All services are being provided by existing HCSO staff at a level that is not less than what HCSO provides to the rest of the unincorporated county. A model to calculate the annual cost of services was negotiated with the city and is based on a population pro-rata share of HCSO total expenses to provide services to the county. The fee calculation model is explained in more detail in Exhibit A of the agreement.

STAFFING IMPACT:
Services to the city of Blue Lake will be provided with existing staff that support the rest of the unincorporated areas of the county. There is no request for additional staffing.

OTHER AGENCY INVOLVEMENT:
City of Blue Lake

ALTERNATIVES TO STAFF RECOMMENDATIONS:
Your Board may choose to not approve the agreement. This is not recommended as it would leave the city of Blue Lake without animal shelter services.

ATTACHMENTS:
Attachment 1 - City of Blue Lake Animal Shelter Services Agreement

PREVIOUS ACTION/REFERRAL:
Meeting of: 9/27/04
File No.: C-11