

City of Hesperia

STAFF REPORT



DATE: December 2, 2025

TO: Mayor and Council Members

FROM: Rachel Molina, City Manager

BY: Casey Brooksher, Assistant City Manager

SUBJECT: Consideration of Ji Vel Relief Services Veterinary Contract

RECOMMENDED ACTION

It is recommended that the City Council authorize the City Manager to approve a one-year contract with Ji Vel Relief Veterinary Services in the not-to-exceed amount of \$197,000, and to approve a one-year contract for Spay and Neuter, telemedicine, vaccination clinics, and premise permit services.

BACKGROUND

The City depends on licensed veterinary services to keep the Animal Shelter operating safely and in compliance with state regulations. These services include spay and neuter procedures, telemedicine evaluations, vaccination clinics, and oversight of the Premise Permit that authorizes the shelter to store and use controlled medications. Because these medications are used for surgeries and other treatments, the California Veterinary Medical Board requires the shelter to maintain a Premises Permit. The veterinarian named on the permit is responsible for keeping controlled substances secure, maintaining accurate drug logs, managing inventory and disposal, and ensuring that all drug-handling practices comply with state and federal requirements.

While the City continues to contract for these services, it has also been trying to hire a full-time veterinarian. Despite extensive outreach with mailing information to roughly 25,000 licensed veterinarians, contacting veterinary schools nationwide, advertising in professional publications, and attending industry trade shows, the position has not been filled.

On May 16, 2025, the City released a Request for Formal Bids (RFB) for spay and neuter services, telemedicine, and Premise Permit oversight. The RFB was advertised in the Victorville Daily Press, posted on Public Purchase, and sent to 20 local veterinary providers. Only one response was received, submitted by Ji Vel Relief Veterinary Services, owned by Dr. Jaime Velasco, who had previously provided these services to the City. Their proposal offered a one-year contract from July 1, 2025, through June 30, 2026, for a total cost of \$170,600.

At the June 3, 2025, meeting, the City Council approved only a six-month contract with Ji Vel Relief Veterinary Services, from July 01 through December 31, 2025, for a total of \$85,300. Additionally, the City Council directed staff to issue a new RFB to generate additional interest.

ISSUES/ANALYSIS

Following the City Council's direction at the June 3, 2025, meeting, staff issued a second RFB on October 26, 2025. Not only did the City advertise the RFB locally, but staff also reached out to area veterinarians and posted the bid on Public Purchase. When the bid period closed on November 13, 2025, Ji Vel Relief Veterinary Services was once again the sole responsive bidder. The response offered a one-year contract at a maximum cost of \$197,000, an increase of \$26,400 over the proposal received in May.

CITY GOAL SUPPORTED BY THIS ITEM

Public Safety - Ensure public safety resources adequately protect our community

FISCAL IMPACT

The FY 2025–26 Budget includes \$170,600 for spay and neuter services, telemedicine evaluations, vaccination clinics, and the Premise Permit. By December 31, 2025, the City will have used \$85,300 of that amount.

If the City Council approves the new contract, the cost for the period from January 1 through June 30, 2026, will be \$98,500, exceeding the remaining budget by \$13,200. If savings cannot be identified elsewhere, this additional amount will need to be included in the final FY 2025–26 year-end adjustments.

ALTERNATIVE(S)

1. Provide alternative direction to staff.

ATTACHMENT(S)

None