



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES
Tuesday, January 24, 2011
10:00 A.M.

**Los Angeles City Hall
200 North Spring Street
Room 1060
Los Angeles, California 90012**

Melanie Ramsayer, President
Terri Macellaro, Vice-President
Tariq Khero
Kathleen Riordan
Ruthanne Secunda

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For information please call (213) 482-9501.

Si require servicios de traduccion, favor de notificar la oficina con 24 horas por anticipado.

COMMISSION MEETING

- 1. PUBLIC COMMENT PERIOD** - (Comments from the public on items of public interest within the Board's subject matter jurisdiction and on items not on the Agenda.)

Public Comments: The Brown Act prohibits the Board and staff from responding to the speakers' comments. Some of the matters raised in public comment may appear on a future agenda.

2. COMMISSION BUSINESS

- A. Approval of the Commission Meeting Minutes for January 10, 2012
- B. Report on Shelter Activities for North Central Shelter. Capt. Karen Knipscheer-Cox

3. DISCUSSION ITEMS

- A. Discussion of the Fiscal Year 2012-2013 Department Budget

4. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION

- A. Policy on Accepting Gifts

Approve the Gift Acceptance Policy to accommodate a situation that may arise if fewer gift opportunities (of \$5,000 or more) are available than donors who want to contribute.

- B. RFP for Animal Shelter

That the Board authorize the General Manager to release a Request for Proposal (RFP) for the selection of a contractor to provide services at a City Shelter

5. ORAL REPORT OF THE GENERAL MANAGER

6. ADJOURNMENT

Next Commission Meeting is scheduled for 10:00 A.M February 14, 2012, Los Angeles City Hall, Room 1060, 200 North Spring Street, Los Angeles, California 90012.

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Tuesday of each month at 10:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. The agendas for Board meetings contain a brief general description of those items to be considered at the meetings. Board Agendas are available at the Department of Animal Services (Department), Administrative Division, 221 North Figueroa Street, 5th Floor, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2nd floor Public Bulletin Board in City Hall East, 200 North Main Street, Los Angeles, CA 90012. Internet users may also access copies of present and prior agenda items, copies of the Board Calendar, MP-3 audio files of meetings as well as electronic copies of approved minutes on the Department's World Wide Web Home Page site at <http://www.laanimalservices.com/CommissionAgendas.htm>

Three (3) members of the Board constitute a quorum for the transaction of business. Some items on the Agenda may be approved without any discussion.

The Board Secretary will announce the items to be considered by the Board. The Board will hear the presentation on the topic and gather additional information from Department Staff. Once presentations have finished, the Board President will ask if any

Please join us at our website: www.LAAnimalservices.com

Board Member or member of the public wishes to speak on one or more of these items. Each speaker called before the Commission will have one (1) minute to express their comments and concerns on matters placed on the agenda.

PUBLIC INPUT AT BOARD MEETINGS – Public Participation on Agenda Items.

Members of the public will have an opportunity to address the Board on agenda items after the item is called and before the Board takes action on the item, unless the opportunity for public participation on the item was previously provided to all interested members of the public at a public meeting of a Committee of the Board and the item has not substantially changed since the Committee heard the item. When speaking to an agenda item other than during Public Comment (see Public Comment below), the speaker shall limit his or her comments to the specific item under consideration (California Government Code, Section 54954.3).

Public Comment. The Board will provide an opportunity for public comment at every regular meeting of the Board. Members of the public may address the Board on any items within the subject matter jurisdiction of the Board as part of Public Comment.

Speaker Cards. Members of the public wishing to speak are to fill out one speaker card for each agenda item on which they wish to speak and present it to the Board secretary before the item is called.

Time Limit for Speakers. Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item except in public comment which is limited to three (3) minutes. The Chairperson, with the approval of a majority of the Board, may for good cause extend any speaker's time by increments of up to one (1) minute. Total speaker time on any agenda item will be limited to ten (10) minutes per item and fifteen (15) minutes for Public Comment, unless extended as above.

Brown Act. These rules shall be interpreted in a manner that is consistent with the Ralph M. Brown Act, California Government Code Section § 54950 et seq.

STANDARDS OF CONDUCT. Speakers are expected to behave in an orderly manner and to refrain from personal attacks or use of profanity or language that may incite violence.

All persons present at Board meetings are expected to behave in an orderly manner and to refrain from disrupting the meeting, interfering with the rights of others to address the Board and/or interfering with the conduct of business by the Board.

In the event that any speaker does not comply with the foregoing requirements, or if a speaker does not address the specific item under consideration, the speaker may be ruled out of order, their speaking time forfeited and the Chairperson may call upon the next speaker.

The Board, by majority vote, may order the removal from the meeting of any speaker or audience member continuing to behave in a disruptive manner after being warned by the Chairperson regarding their behavior. Section 403 of the California Penal Code states as follows: "Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor".

VOTING AND DISPOSITION OF ITEMS – Most items require a majority vote of the entire membership of the Board (3 members). When debate on an item is completed, the Board President will instruct the Secretary to "call the roll". Every member present must vote for or against each item; abstentions are not permitted unless there is a Conflict of Interest for which the Board member is obliged to abstain from voting. The Secretary will announce the votes on each item. Any member of the Board may move to "reconsider" any vote on any item on the agenda, except to adjourn, suspend the Rules, or where an intervening event has deprived the Board of jurisdiction, providing that said member originally voted on the prevailing side of the item. The motion to "reconsider" shall only be in order once during the meeting, and once during the next regular meeting. The member requesting reconsideration shall identify for all members present the Agenda number and subject matter previously voted upon. A motion to reconsider is not debatable and shall require an affirmative vote of three members of the Board.

When the Board has failed by sufficient votes to approve or reject an item, and has not lost jurisdiction over the matter, or has not caused it to be continued beyond the next regular meeting, the issue is again placed on the next agenda for the following meeting for the purpose of allowing the Board to again vote on the matter.

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

MELANIE RAMSAYER
PRESIDENT

RUTHANNE SECUNDA

THERESA MACELLARO
VICE PRESIDENT

KATHLEEN RIORDAN

TARIQ A. KHERO

City of Los Angeles
CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

DEPARTMENT OF
ANIMAL SERVICES
221 North Figueroa Street
5th Floor
Los Angeles, CA 90012
(888) 452-7381
FAX (213) 482-9511

BRENDA BARNETTE
GENERAL MANAGER

Report to the Board of Animal Services Commissioners

COMMISSION MEETING DATE: January 24, 2012

PREPARED BY: Brenda Barnette, General Manager

REPORT DATE: January 20, 2012

SUBJECT: POLICY ON ACCEPTING GIFTS

BOARD ACTION RECOMMENDED:

That the Board approves the policy to accommodate a situation that may arise if fewer donor opportunities (of \$5000 or more) are available and more donors than donor opportunities exist.

SUMMARY

The Department receives donations in the form of cash and in-kind donations. Recently, two groups donated large banners advertising our great pets available for adoption (see attached).

The Controller's Office recommended that the Department develop a formal agreement and follow a selection process in the event that there are more donors than opportunities for specific gifts.

BACKGROUND

When products or services are purchased by government, there is normally a competitive bid process to ensure that the City obtains products and services at a fair price, and where there is equal competition among qualified vendors.

AN EQUAL OPPORTUNITY EMPLOYER

Visit our website at www.LAAnimalServices.com

This policy is designed to address how Animal Services will accept gifts for specific donor opportunities when the amount is \$5000 or more and there are more donors than gifting opportunities.

Management believes that \$5000 or more is the appropriate threshold and that was also the suggestion of the Controller's Office. If there is a need to solicit restricted gifts for a lesser amount, the program requiring the solicitation of sponsors and the number of sponsors will be presented to the Board of Animal Services Commissioners prior to campaigning for a specific number of restricted donations.

Likewise, donations that display a business name, which can be interpreted as an exclusive advertising benefit, will be presented to the Board of Animal Services Commissioners prior to a campaign. The Board will determine if a competitive bidding process is required.

PROPOSED GIFT POLICY (Revised)

Acceptance of a Single In-Kind/Cash/Service Gift (Over \$5,000 Value) for a Restricted Purpose other than an existing Fund:

- The Department will execute a written agreement, subject to the review and approval of the City Attorney, with the donor. This agreement will memorialize the donation amount, its use, any conditions, and any other pertinent details or
- Animal Services will request a letter to accompany the gift, noting the gift amount, its intended use, any conditions, and any other pertinent details.
- If the restricted donation was not solicited, the offer of the donation will be presented to the Board of Animal Commissioners for approval prior to acceptance.

Acceptance of Multiple, In-Kind/Cash/Service Gifts for the Same Restricted Purpose (Over \$5,000 Value):

1. If the Department is offered multiple gifts for which there are fewer gifting opportunities than donors, staff will present these offers to the Board of Animal Services Commissioners.
2. Donors may attend the Commission meeting and present their offer in person, although this is not required.
3. The Board of Animal Services Commissioners will decide which gift (or gifts) is in the City's best interest.
4. The Department will write a letter(s) to the selected donor(s).

The Animal Sterilization Trust Fund (LAMC Section 5.199 [d]), and the Animal Welfare Trust Fund (LAMC Section 5.200 [c]) require that donations and gifts of \$25,000 or more be approved by the City Council.

FISCAL IMPACT:

There is no financial impact on the Department's budgeted funds.

Approved:

Brenda Barnette, General Manager

Attachment

BOARD ACTION:

_____ Passed

Disapproved _____

_____ Passed with noted modifications

Continued _____

_____ Tabled

New Date _____

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

MELANIE RAMSAYER
PRESIDENT

RUTHANNE SECUNDA

THERESA MACELLARO
VICE PRESIDENT

KATHLEEN RIORDAN

TARIQ A. KHERO

City of Los Angeles
CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

DEPARTMENT OF
ANIMAL SERVICES
221 North Figueroa Street
5th Floor
Los Angeles, CA 90012
(888) 452-7381
FAX (213) 482-9511

BRENDA BARNETTE
GENERAL MANAGER

Report to the Board of Animal Services Commissioners

COMMISSION MEETING DATE: January 24, 2012

PREPARED BY: Brenda Barnette, General Manager

REPORT DATE: January 20, 2012

SUBJECT: RFP FOR ANIMAL SHELTER

BOARD ACTION RECOMMENDED:

That the Board authorize the General Manager to release a Request for Proposal (RFP) for the selection of a contractor to provide services at a City shelter.

SUMMARY:

The new South Los Angeles Animal Services shelter, Chesterfield Square, is expected to open in July 2012. This facility is being built with Proposition F bond funding. The Department looks forward to operating this new facility and also realizes that in the current budget climate with severe budget cuts expected, the funds to operate seven shelters is not available and all facilities are critical to meet community needs. The Department has been asked to issue an RFP to see if there is an established animal care organization that will submit a proposal to operate a shelter for adoptions and medical services that meet the same high standards of our City-operated shelters.

BACKGROUND

Last year, the City Administrative Officer recommended the issuance of a Request For Information for the operation of one or more of the City's animal shelters by an established animal care and control organization. On January 10, 2011, after consultation with the General Manager, the CAO released an RFI for a contractor to operate one or more shelters. Responses to the RFI were due on February 26, 2011.

AN EQUAL OPPORTUNITY EMPLOYER

Visit our website at www.LAAnimalServices.com

The City received one response to the RFI from Best Friends Animal Society to operate the Northeast Valley shelter. After reviewing their proposal in relation to available alternatives for Northeast, the CAO, bond counsel and the Department determined that pursuing a management contract with Best Friends was in the City's best interest. That contract was executed on December 30, 2011 and Best Friends is currently operating at that location.

With the opening of a new shelter at South Los Angeles, the City will be unable to operate another shelter or expand services over the next several fiscal years due to the City's current and projected financial picture. Therefore Animal Services requests authority to release a Request for Proposal to have a private contractor provide services at another location.

Selecting a private company to provide services on behalf of the City represents yet another partnership that would expand the range of services provided for the benefit of residents at a limited cost to the City. Therefore, the City should adopt a management contract with a private contractor that will reduce current General Fund costs, enhance the range of services provided, and reduce the number of animals euthanized due to time and space constraints.

SCOPE OF WORK

The proposed scope of work would include the following:

- On-site adoptions and monthly adoption events;
- Low-cost spay/neuter surgeries;
- Medical care for the public and shelter animals;
- Educational, outreach, and development programs.

Proposers would be required to inform us whether they could provide all or some combination of the services noted above. Animal Services would continue to provide animal control and enforcement services.

After the review of these proposals, Animal Services would report back to the Board with its recommendation(s). The contract is expected to be for one year, with a maximum two one-year extensions.

FISCAL IMPACT:

There is no financial impact on the Department's budgeted funds.

Approved:

Brenda F. Barnette, General Manager

BOARD ACTION:

_____ Passed

Disapproved _____

_____ Passed with noted modifications

Continued _____

_____ Tabled

New Date _____