



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES
Tuesday, January 25, 2011
10:00 A.M.
Los Angeles City Hall
200 North Spring Street
Room 1060
Los Angeles, California 90012

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

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. COMMISSION BUSINESS

- A. Approval of the Commission Meeting Minutes for January 11, 2011
- B. Oral Report by the Commissioners on Meetings and Events attended

2. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION

- A. Extension of Contracts for As-Needed Veterinary Service Providers to Reimburse Spay/Neuter Surgeries

That the Board authorize the General Manager to amend the Interim Agreements with North Figueroa Animal Hospital, Gateway Animal Hospital, Value Vet Canoga Park, Holiday Humane, and North Hollywood Animal Care Center, to extend the respective expiration dates, an additional ninety (90) days, for the reasons stated in this Report.

3. DISCUSSION ITEMS

- A. Discussion of weather related problems at Shelters resulting from the recent rain storms.

4. ORAL REPORT OF THE GENERAL MANAGER

5. 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.

6. FUTURE AGENDA ITEMS

7. ADJOURNMENT

Next Commission Meeting is scheduled for 10:00 A.M., February 8, 2011, 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 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.

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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

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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**

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BRENDA F. BARNETTE
GENERAL MANAGER

Report to the Board of Animal Services Commissioners

Brenda F. Barnette, General Manager

COMMISSION MEETING DATE: January 25, 2011 **PREPARED BY:** Anthony Sanchez

REPORT DATE: January 19, 2011 **TITLE:** Management Analyst II

SUBJECT: **Extension of Contracts for As-Needed Veterinary Service Providers to Reimburse Spay/Neuter Surgeries**

BOARD ACTION RECOMMENDED:

That the Board authorize the General Manager to amend the Interim Agreements with North Figueroa Animal Hospital, Gateway Animal Hospital, Value Vet Canoga Park, Holiday Humane, and North Hollywood Animal Care Center, to extend the respective expiration dates for an additional ninety (90) days, for the reasons stated in this Report.

SUMMARY:

At its meeting of September 28, 2010, the Board voted to authorize the General Manager to execute interim agreements with the subject veterinary hospitals for payment of outstanding and current spay/neuter surgeries until annual agreements can be established through a formal Request for Qualifications (RFQ) process to pay for future services. As originally intended, these interim agreements are to remain effective through the RFQ process and are to terminate as new long-term agreements are executed as a result of the RFQ.

Subsequent to Board approval, the Department worked with the City Attorney to refine the RFQ and establish it as a long-term mechanism to standardize veterinary hospitals' participation in the Department's Spay/Neuter Programs. The Department released the RFQ in December 2010, and has begun to process several Statements of Qualifications (SOQs) received from responding veterinary hospitals.

Also during the ensuing time, the Department worked to re-tool key elements of our operations and accounting system. In October, shelters began using the Department's online voucher system to issue vouchers as the official work orders for sterilizations of shelter animals. Veterinary hospitals submit all vouchers to the Department for payment; over thirty veterinary

Subject: Extension of Contracts for As-Needed Veterinary Service Providers to Reimburse
Spay/Neuter Vouchers

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hospitals are now billing the Department using the online Vet Portal billing system. Additionally, the Department has paid a number of outstanding balances owed to veterinary hospitals and we are reconciling our books. Staff has met with various veterinary hospitals to discuss changes in the Department's payment process and has received overall positive feedback and continued interest in participating in our Spay/Neuter Programs.

The five subject agreements were drafted to expire on January 31, 2011. Staff is processing SOQs already received and will be processing others in the coming months. After an initial approval of their SOQs, proposed awards of agreements will be presented to the Board and subsequently forwarded to the Office of the Mayor for approval as required by Executive Directive 3, and concurrently to the City Attorney. To allow time for this approval process and ultimate execution, the Department recommends that the expiration dates of each of these agreements be extended for ninety (90) days beyond the current date, so that each agreement will expire on April 30, 2011 unless earlier terminated by the execution of new agreements.

FISCAL IMPACT:

Extension of these agreements has no impact on the General Fund. Funds are provided for public spay/neuter programs (\$30 and \$70 Vouchers and the Mobile Spay/Neuter Clinic) through a combination of the General Fund allotment of \$810,000 and a surcharge on dog licensing of about \$600,000 a year. Funds are available in existing spay/neuter accounts to pay for these services.

Approved:

Brenda F. Barnette, General Manager

BOARD ACTION:

_____ Passed	Disapproved _____
_____ Passed with noted modifications	Continued _____
_____ Tabled	New Date _____