



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Tuesday, February 8, 2011  
10:00 A.M.  
**Los Angeles City Hall**  
**200 North Spring Street**  
**Room 1060**  
**Los Angeles, California 90012**

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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 and 25, 2011
- B. Oral Report by the Commissioners on Meetings and Events attended

**2. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION**

- A. Agreements with Value Vet, Inc., and Dill Veterinary Hospital, to Provide As Needed Spay/Neuter Services

That the Board award one-year agreements, substantially in the form as on file, each with two one-year renewal options exercisable at the City's discretion, to Value Vet, Inc., and Dill Veterinary Hospital, to provide spay/neuter services under the Department's Spay/Neuter Programs; and direct Staff to transmit the proposed agreements concurrently to the Office of the Mayor as appropriate, and

the Office of the City Attorney for approval as to form, and authorize the General Manager of the Department of Animal Services to execute the subject agreements upon receipt of necessary approvals.

### **3. DISCUSSION ITEMS**

- A. Tutorial and information regarding Commission's responsibilities in dealing with Administrative Appeals.
- B. Discussion of List of Commission's Future Agenda Items.

### **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 22, 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 (2<sup>nd</sup>) and fourth (4<sup>th</sup>) 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, 5<sup>th</sup> Floor, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2<sup>nd</sup> 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

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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".

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**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**

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PRESIDENT

RUTHANNE SECUNDA  
VICE PRESIDENT

COMMISSIONERS  
TARIQ A. KHERO  
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**City of Los Angeles**  
CALIFORNIA



**ANTONIO R. VILLARAIGOSA**  
MAYOR

DEPARTMENT OF  
**ANIMAL SERVICES**  
221 North Figueroa Street  
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Los Angeles, CA 90012  
(888) 452-7381  
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BRENDA F. BARNETTE  
GENERAL MANAGER

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**Report to the Board of Animal Services Commissioners**

**Brenda F. Barnette, General Manager**

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**COMMISSION MEETING DATE:** February 8, 2011      **PREPARED BY:** Anthony Sanchez

**REPORT DATE:** February 4, 2011      **TITLE:** Management Analyst II

**SUBJECT:**    **Agreements with Value Vet, Inc., and Dill Veterinary Hospital, to Provide As-Needed Spay/Neuter Services**

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**BOARD ACTION RECOMMENDED:**

That the Board:

1. Award one-year agreements, substantially in the form as on file, each with two one-year renewal options exercisable at the City's discretion, to Value Vet, Inc., and Dill Veterinary Hospital, to provide spay/neuter services under the Department's Spay/Neuter Programs;
  2. Direct Staff to transmit the proposed agreements concurrently to the Office of the Mayor as appropriate, and the Office of the City Attorney for approval as to form, and authorize the General Manager of the Department of Animal Services to execute the subject agreements upon receipt of necessary approvals.
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**SUMMARY:**

At its meeting of July 13, 2010, the Board voted to authorize the Department to release a Request for Qualifications (RFQ) to pre-qualify as-needed veterinary service providers to standardize participation in the Department's Spay/Neuter and/or Emergency Veterinary Services Programs. The RFQ was released to comply with the City's contracting requirements and the City Controller's requirements for paying the City's vendors, as well as to standardize the selection and qualification process of participating veterinarians.

A number of veterinary hospitals have submitted Statements of Qualifications (SOQs) in response to the RFQ. Each SOQ consists of information about each responder's location and their anticipated volume of services in the program(s), along with photocopies of their City of Los Angeles Business Tax Registration Certificate, veterinary license, and premise license.

**Subject:** Agreements with Value Vet, Inc., and Dill Veterinary Hospital, to Provide As-Needed Spay/Neuter Services

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Responses are evaluated individually as each responder anticipates a level of service based on their unique capabilities. Those who anticipate providing over \$1,000 per year in services are provided with additional contract compliance documents (which are required of all entities entering into contracts with the City of Los Angeles). Two responders have completed their contract compliance documentation and are now eligible to be awarded agreements.

Dill Veterinary Hospital is located in the City of San Fernando and has signed on to accept and redeem the Department's \$30 Discount and \$70 Free Spay/Neuter Vouchers. Dill's anticipated volume of services is between \$1,000 and \$5,000 per year.

Value Vet, Inc., operates three locations which will operate under their proposed agreement: Canoga Park, Westwood, and West Los Angeles at 11314 West Pico Blvd. Value Vet currently operates the West Los Angeles Spay/Neuter Clinic at the Department's West Los Angeles Animal Care Shelter under the DBA of Shelter Veterinary; however, that location is operated under an existing agreement with the City of Los Angeles and is unaffected by this proposed agreement. At their three subject locations, Value Vet has signed on to sterilize shelter animals as well as to accept and redeem the Department's \$30 Discount and \$70 Free Spay/Neuter Vouchers. Their anticipated volume of services is over \$100,000 per year among these three locations.

The proposed agreements will indicate a not-to-exceed amount based on their anticipated volumes. However, neither the Department nor the contractors will be required to reach or approach said amounts.

Additional contract awards resulting from the RFQ will be presented to the Board at subsequent Board meetings. As required by the City's Risk Management Office, the proposed agreements will require that the veterinary hospitals name the City of Los Angeles as additional insured. Also, in accordance with the City Charter, the Office of the City Administrative Officer determined that the work proposed to be contracted can be performed more feasibly by a contractor than by City employees, because there is insufficient existing City staff to perform the work and additional staff cannot be employed and trained in a timely manner to meet the Department's needs.

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#### **FISCAL IMPACT:**

A Special Fund is established for public spay/neuter programs (\$30 and \$70 assistance vouchers) and funded through a combination of the General Fund allotment of \$810,000 and a surcharge on dog licensing of about \$600,000 a year. Funds for adoptive animal spay/neuter come from a co-payment by adopters, with a subsidy from the General Fund.

#### **Approved:**

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**Brenda F. Barnette, General Manager**

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**Subject:** Agreements with Value Vet, Inc., and Dill Veterinary Hospital, to Provide As-Needed Spay/Neuter Services

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**BOARD ACTION:**

\_\_\_\_\_ Passed

Disapproved \_\_\_\_\_

\_\_\_\_\_ Passed with noted modifications

Continued \_\_\_\_\_

\_\_\_\_\_ Tabled

New Date \_\_\_\_\_