



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES

REGULAR MEETING AGENDA
Tuesday, October 23, 2018
7:00 P.M.

WEST LOS ANGELES ANIMAL SERVICES CENTER
11361 W. PICO BLVD.
LOS ANGELES, CALIFORNIA 90064

LARRY GROSS
President

OLIVIA E. GARCÍA
Vice-President

ALISA FINSTEN
JOSE SANDOVAL
ROGER WOLFSON

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) 482-9558.

Si requiere servicios de traducción, favor de hacer pedido con 24 horas de anticipo al (213) 482-9558.

FACILITY TOUR OF WEST LOS ANGELES ANIMAL SERVICES CENTER

Commission Tour of West Los Angeles Animal Services Center (starts at 6:15 p.m.). Public is welcome. The Commission meeting will begin promptly at 7:00 p.m.

I. REGULAR COMMISSION MEETING

- 1. PUBLIC COMMENT PERIOD** - (Comments from the public on items of public interest within the Board's subject matter jurisdiction that are not on the Agenda; two minutes per speaker.)

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. NEIGHBORHOOD COUNCIL COMMENTS - (Discussion with Neighborhood Council representatives on Neighborhood Council Resolutions or Community Impact Statements filed with the City Clerk which relate to any agenda item listed or being considered on this agenda for the Board of Animal Services Commissioners)

3. COMMISSION BUSINESS

A. Approval of Minutes for the Meeting of October 9, 2018. (Action Item; Public comment limited to one minute per speaker).

4. ORAL REPORT OF THE GENERAL MANAGER (Public comment limited to one minute per speaker).

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS (Public comment limited to one minute per speaker).

6. BOARD REPORTS

A. Authorize Spay4LA Contract Amendment to Expand Services, Extend the Term of the Contract and Revise the Scope of Work (Action Item; Public comment limited to two minutes per speaker).

B. Discussion on Dog Limits in the City of Los Angeles; Reference Council File No. 17-1237-S1 (Public comment limited to one minute per speaker).

C. Presentation by the Director of Volunteer Services on the Los Angeles Animal Services Volunteer Program (Public comment limited to one minute per speaker).

7. ADJOURNMENT

Next Regular Meeting is scheduled for 9:00 A.M., November 13, 2018, at City Hall 200 North Spring Street, Room 1060, Los Angeles, CA 90012. (Enter on Main Street).

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Tuesday of each month at 9:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. Evening Meetings are held in various locations throughout the City, from 7:00 to approximately 9:30 P.M. 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, 6th Floor, Suite 600, 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

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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. (For certain agenda items, speakers will have two (2) minutes.)

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 during general public comment period which is limited to two (2) minutes per speaker. (For certain agenda items, speakers will have two (2) minutes each.). 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.

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
CITY OF LOS ANGELES



MINUTES

TUESDAY, October 9, 2018 at 9:00 AM

LOS ANGELES CITY HALL, ROOM 1060
200 N. SPRING STREET
LOS ANGELES, CALIFORNIA 90012

Audio MP-3 Recording is available at www.laanimalservices.com

Larry Gross, President
Olivia E. García, Vice President
Jose Sandoval
Alisa Finsten
Roger Wolfson

Meeting called to order at 9:04 a.m. Commissioners present were Finsten, García (9:15 a.m.), Gross, Sandoval and Wolfson (9:13 a.m.). Also present from Los Angeles Animal Services (LAAS) was General Manager (GM) Brenda Barnette, Assistant General Manager (AGM), MeLissa Webber, Commission Executive Assistant, LaTonya Dean and Assistant City Attorney (ACA) Dov Lesel.

Commissioner Gross opened the meeting, introduced staff, and provided an overview of the meeting agenda. He also welcomed **Commissioner Sandoval** to the Board of Animal Services Commissioners.

I. ADMINISTRATIVE APPEALS

1. Dangerous Animal Case: DA 181301 EV

Appellant(s): Lindsey Mallon and Ammanda Belcich
East Valley Animal Services Center: Lieutenant Jose Gonzalez
Complaining Witness: Ana Rankin-Keyes and Dennis Keyes

The Board discussed the merits of the appeal, the evidence provided to the Hearing Examiner, and the grounds supporting the General Manager's determination. The Board found that the evidence supports the decision of the General Manager's determination.

Commissioner Gross made a motion to uphold the decision of the General Manager. **Commissioner García** seconded and the motion was approved by a vote of 5-0.

Ayes: Finsten, García, Gross, Sandoval and Wolfson

Noes: None.

Absent: None.

Public Comment:
None.

2. Dangerous Animal Case: DA 181184 SLA

Appellant(s): Karla Preciado
South Los Angeles Animal Services Center: Lieutenant John Cessna
Complaining Witness: Jeremy Bernard

The Board discussed the merits of the appeal, the evidence provided to the Hearing Examiner, and the grounds supporting the General Manager's determination. The Board found that the evidence supports the decision of the General Manager's determination.

Commissioner Wolfson made a motion to uphold the decision of the General Manager. **Commissioner Gross** seconded and the motion was approved by a vote of 3-2.

Ayes: Gross, Finsten and Wolfson

Noes: García and Sandoval

Absent: None.

Public Comment:
None.

II. REGULAR COMMISSION MEETING

1. PUBLIC COMMENT

Phyllis Daugherty, spoke about the passing of Bruce Richards of Los Angeles County and the Pomona Valley Humane Society and also cautioned the Board on the support of an increase in dog limits by a dog breeder.

2. NEIGHBORHOOD COUNCIL COMMENTS - (Discussion with Neighborhood Council representatives on Neighborhood Council Resolutions or Community Impact Statements filed with the City Clerk which relate to any agenda item listed or being considered on this agenda for the Board of Animal Services Commissioners)

Public Comment:
None.

3. COMMISSION BUSINESS

A. Approval of the Minutes for Meeting of September 25, 2018.

Public Comment:
None.

Commissioner Finsten moved to approve the minutes of September 25, 2018. **Commissioner Sandoval** seconded and the motion was approved by a unanimous vote of 3-0.

Ayes: Gross, Finsten and Sandoval

Noes: None.

Absent: García and Wolfson

4. ORAL REPORT OF THE GENERAL MANAGER

GM Barnette discussed the following:

- One of the things LAAS has been doing when it comes to additional training as terms and conditions is require that it be conducted by a certified professional dog trainer.
- The Department has been contacted by community members wanting us to enforce what goes on in the dog parks. We do not own or operate the dog parks in the City and therefore cannot monitor and enforce all rules, but we will assist with some issues that have been reported such as unaltered animals.
- On September 25th, the Administrative Office welcomed a special guest named Summer. Summer is a therapy cat that uses her social media skills to promote cats in the media.
- Relative to the 2-month-old baby that was recently bitten by a dog, we were called in by the Los Angeles Police Department to bring the dog to the animal shelter.
- Attended the Found Animals Gala over the weekend and there were many animal supporters in attendance.

Public Comment:
None.

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

Commissioner Sandoval: Passed

Commissioner Finsten: Would like a tutorial on how communication should work in an ideal way between volunteers and staff. She inquired as to how the Department was trying to make sure that information provided by volunteers is communicated not just between themselves, but to the Department and then to potential adopters. **Carolyn Almos, Volunteer Coordinator** stated that many volunteers use "Friends Of" online pages that are public to promote animals. She also reported that some animal centers have private closed group pages where staff and volunteers can communicate about the animals. **ACA Lesel** reminded the Board that the purpose of this section of the agenda was for the Commissioners to state which items they would like to hear more about so that it can be placed on a future agenda for discussion.

Commissioner García: Requested an update on the phone system and the 311 system.

Commissioner Wolfson: Reported that he attended the Found Animals event over the weekend and requested an update on the previous request concerning shelter hours. **GM Barnette** responded that the proposal had been taken back to the Joint Labor Management Council for discussion.

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Commissioner Gross: Would like an update on when the Board would receive training on the City's procurement process. **GM Barnette** responded that the General Services Department (GSD) has had some recent position changes and have a new procurement officer. She stated she believed that GSD would be available to present later this month or early November. Commissioner Gross also asked for an update on the report for Department staffing and updated organizational chart. He also requested that staff provide orientation information for Commissioner Sandoval regarding the Brown Act and other pertinent information. **ACA Lesel** responded that he had been working with the board secretary to prepare information for the new commissioner.

Public Comment:
None.

6. Board Reports

- A. Animal Welfare Trust and Animal Sterilization Fund Balances for July and August 2018.

Lilia Liclican, Senior Accountant II reviewed the financial reports.

Public Comment:
None.

- B. Discussion on Los Angeles Animal Services Public Relations, Marketing and Media Outreach.

Ashley Rodriguez, Public Relations Specialist II, described her goal to provide public information to increase the understanding of the Department and to obtain support from the community in connection with animal centers, services and mission. She described her duties which included preparing news releases, planning marketing campaigns, writing scripts and talking points for radio and television, assisting press representatives in covering special events creating and editing departmental fliers and promotional materials to make sure everything is accurate, updated and properly branded, answering inquiries from the public and news media and assisting with on camera interviews. Ms. Rodriguez expressed thanks for the support received from GM Barnette and the AGMs, but expressed the need for more help to reach the goals of the Department and encouraged the Department to look into hiring a Manager or Director for public relations.

Public Comment:
None.

- C. Bequest from Phylis Biddiscombe Trust.

AGM Barnette reported that the Board had approved a bequest from the Phylis Biddiscombe Trust last month for approximately \$58,000 and subsequently

received an additional check for \$45,000. She further reported that staff was expecting residual funds up to \$8,500 to be distributed to the Department as well.

Public Comment:
None.

Commissioner Wolfson moved to approve the bequest from the Phylis Biddiscombe Trust. **Commissioner Finsten** seconded and the motion was approved by a unanimous vote of 5-0.

Ayes: Finsten, García, Gross, Sandoval and Wolfson

Noes: None.

Absent: None.

D. What's Up Dog! LA: The Humane Sheltering Project.

GM Webber reported that LAAS was looking to partner with the volunteer group What's Up Dog! LA who was aimed at helping LAAS to provide enrichment and resources to volunteers to improve the lives of animals in the Department's care. The program would provide continued education for volunteers as well as a way to communicate with each other and staff about the animals.

Public Comment:

Phyllis Daugherty, expressed concerns that the City is condoning an outside communication system among volunteers that is not openly shared and limits accessibility to discuss with staff and management.

AGM Webber reported that staff would be able to view the comments in the application. She further stated that it would be challenging to run two different platforms, but was trying to figure out a solution to make sure that everyone had access to all the pertinent information about the animals. **Jessica Landesman**, Founder and President of What's Up Dog LA! also spoke about the new initiative, the Humane Sheltering Project. **ACA Lesel** noted that this system would need to be an open platform that is accessible by staff and would be accessible for the purposes of the California Public Records Act. **Commissioner Sandoval** requested access to a live feed of the system.

Commissioner Sandoval moved to approve What's Up Dog! LA: The Humane Sheltering Project, subject to staff and the City Attorney working to ensure accessibility to the information in the system by staff and for the purposes of the California Public Records Act. **Commissioner Wolfson** seconded and the motion was approved by a unanimous vote of 5-0.

Ayes: Finsten, García, Gross, Sandoval and Wolfson

Noes: None.

Absent: None.

E. HeARTs Speak Professional Photography – Property Release.

AGM Webber reported that HeARTs Speak brings together photographers that volunteer to photograph shelter animals. The proposed agreement would allow HeARTs speak to own the pictures so that they can sell them as stock photos, which would provide a stipend for the photographers.

Public Comment:
None.

Commissioner Wolfson moved to adopt the proposal for HeARTSs Speak professional photography. **Commissioner Finsten** seconded and the motion was approved by a unanimous vote of 5-0.

Ayes: Finsten, García, Gross, Sandoval and Wolfson

Noes: None.

Absent: None.

7. ADJOURNMENT

Meeting ended at 11:16 a.m.

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

LARRY GROSS
PRESIDENT

OLIVIA E. GARCIA
VICE PRESIDENT

COMMISSIONERS

ALISA FINSTEN

JOSE SANDOVAL

ROGER WOLFSON

City of Los Angeles

CALIFORNIA



ERIC GARCETTI
MAYOR

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BRENDA F. BARNETTE
GENERAL MANAGER

TAMMY WATSON
ASSISTANT GENERAL MANAGER
Administration

MELISSA WEBBER
ASSISTANT GENERAL MANAGER
Lifesaving

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: October 23, 2018

PREPARED BY: Catherine Garcia

REPORT DATE: October 19, 2018

TITLE: Sr. Management Analyst II

**SUBJECT: AUTHORIZE SPAY4LA CONTRACT AMENDMENT TO EXPAND SERVICES,
EXTEND THE TERM OF THE CONTRACT AND REVISE THE SCOPE OF WORK**

BOARD ACTION RECOMMENDED:

1. **APPROVE** expansion of mobile spay/neuter program services to include all zip codes within the City of Los Angeles; and
2. **APPROVE** extension of the contract term to December 31, 2019;
3. **APPROVE** other changes as reflected herein; and
4. **AUTHORIZE** the Department to seek Council approval to amend the terms of the current agreement with SPAY4LA

SUMMARY

Under the current agreement as amended, SPAY4LA provides free spay/neuter surgeries of dogs and cats owned by residents living in the City of Los Angeles within fourteen Zip Codes: 90001, 90002, 90003, 90007, 90011, 90018, 90037, 90044, 90047, 90058, 90059, 90061, 90062, and 90089. (Contract number C-125233 was approved by the Board of Animal Services Commissioners and executed on January 28, 2015; Council File: 14-1459). This pilot program was established to determine the viability of using zip codes as the basis for delivering low-cost veterinary services and free spay/neuter surgeries to all residents in these high-need neighborhoods. The Department requests Commission approval to allow SPAY4LA to expand its service area to the entire City of Los Angeles and authorize the Department to seek Council approval to amend the current SPAY4LA agreement to add the remaining City of Los Angeles areas and zip codes.

Report to the Board of Animal Services Commissioners
SUBJECT: AUTHORIZE SPAY4LA CONTRACT AMENDMENT TO EXPAND SERVICES,
EXTEND THE TERM OF THE CONTRACT AND REVISE THE SCOPE OF WORK

Targeting all neighborhoods reduces intake at all shelters and provides better long-term reductions in our operating costs. Additionally, SPAY4LA indicates its operating costs are exceeding client intake numbers. Expanding their service area to the rest of the City of Los Angeles, like the other mobile spay/neuter clinics currently contracted with LA Animal Services, will enable SPAY4LA to continue to provide low-cost spay/neuter services to all City of Los Angeles low-income residents.

The services provided by SPAY4LA have proven to be a necessary option to low-income City of Los Angeles residents. Since their mobile spay/neuter clinic began in February 2015 through June 2018, SPAY4LA has performed a total of 8,121 surgeries (4,749 dogs, and 3,372 cats). Raising these numbers higher is possible. SPAY4LA requests approval to expand services to the rest of the City of Los Angeles so they can allocate additional resources to provide more surgeries and better utilize funds authorized in their current agreement. Limiting their mobile spay/neuter clinic to specific zip codes does not allow them to operate at maximum efficiency to cover their costs. Expansion is necessary to operate at capacity so that their reimbursement rates cover their operation costs.

Additional changes to the contract include:

- contract extension to December 31, 2019
- inclusion of language to allow participation in the client's Self Verification of Income and Residency via a Department approved affidavit
- inclusion of language pertaining to Injunction Action No. BS115483 excluding services to "unowned or community" cats including feral cats and trap-neuter-return (TNR)
- allowance of Pre-Release and Voucher Program Participation Inclusion
- update to Fee Rates
- update to procedures for Reporting Animal Deaths
- updates to LA Animal Services' mailing addresses

BACKGROUND

A portion of dog licensing fees is transferred to The Animal Sterilization Fund (ASF) to support targeted low-income spay/neuter surgeries. An appropriation of funds was established to the ASF and authorization for the creation of a mobile spay/neuter clinic that would make free or low-cost sterilization surgeries available in low-income communities throughout the City. In October 2009, the Council-created Spay/Neuter Advisory Committee's final report set forth a number of potentially useful strategies for enhancing the City's spay/neuter activities including "increasing emphasis on targeting subsidies to low-income pet owners."

On September 13, 2011, the Board of Animal Services Commissioners authorized the General Manager to amend the methodology for determining and verifying qualified very low income companion animal owners for the purpose of providing subsidized spay/neuter surgeries and to vigorously pursue this more-efficient and more-effective usage of available spay/neuter funding. The methodology simplified qualification procedures by basing eligibility on residence in zip code areas that meet income and unemployment criteria established by the City for its job training and placement programs based on US Department of Housing and Urban Development (HUD) low income guidelines.

The Department released a Request for Proposals ("RFP") in 2014 for operating a mobile spay/neuter program based on zip codes. SPAY4LA's proposal met the requirements, and SPAY4LA was awarded the agreement for one year with five one-year renewal options for a total period of up to six years, and began operations on January 28, 2015.

Report to the Board of Animal Services Commissioners
SUBJECT: AUTHORIZE SPAY4LA CONTRACT AMENDMENT TO EXPAND SERVICES,
EXTEND THE TERM OF THE CONTRACT AND REVISE THE SCOPE OF WORK

FISCAL IMPACT:

There is no fiscal impact to the General Fund because all spay neuter costs are paid through the Animal Sterilization Fund.

Approved:



Brenda F. Barnette, General Manager

Attachment – Amendment No. 5 to Contract No. C-125233

BOARD ACTION:

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

**AMENDMENT NO. 5 TO
CONTRACT NUMBER C-125233
BETWEEN THE CITY OF LOS ANGELES
AND
SPAY4LA, INC
FOR THE OPERATION OF A MOBILE SPAY AND NEUTER CLINIC**

THIS FIFTH AMENDMENT to Agreement Number C-125233 is made and entered into as of April 1, 2018, by and between the City of Los Angeles ("City"), a municipal corporation, acting through the Department of Animal Services ("Department"); and SPAY4LA, INC. ("Contractor"), and authorized to do business in the State of California with regard to the following:

WHEREAS, Contractor was selected pursuant to a Request for Proposals ("RFP") and awarded this Agreement by the Animal Services Board of Commissioners ("Board") on June 10, 2014, and approved by the City Council on November 12, 2014, for a one-year contract renewable at the City's sole discretion for up to five additional years, for a period of up to six years (C.F. 14-1459);

WHEREAS, pursuant to Contract Number C-125233, Contractor provides free spay/neuter surgeries at its mobile veterinary clinic facilities to sterilize dogs and cats owned by low-income residents in specific Los Angeles Zip Codes; and

WHEREAS, the First Amendment (Supplement No. 1) was entered into as of January 1, 2016, extending the Agreement for one year from December 31, 2015 to the new date of December 31, 2016 and making certain other modifications to Section V, Scope of Services; and

WHEREAS, the Second Amendment was entered into as of July 1, 2016 to add ten Zip codes to the four Zip codes already designated to the eligible area covered by this Agreement; and

WHEREAS, the Third Amendment was entered into as of January 1, 2017, extending the Agreement one year from December 31, 2016 to December 31, 2017 and to ratify Contractor's performance with the terms and conditions of this Agreement; and

WHEREAS, the Fourth Amendment was entered into as of January 1, 2018, extending the Agreement one year from December 31, 2017 to December 31, 2018; and

WHEREAS, on April 20, 2016, the Los Angeles City Council approved a change in the low-income verification procedures (CF 16-0114-S1), and effective January 1, 2018, the Department began accepting Low-Income Affidavits in-lieu of proof of income; and

WHEREAS, Contractor requests authority to provide its mobile spay/neuter services in other areas of the City outside these established zip codes; and

WHEREAS, Contractor has demonstrated the effective use of targeted mobile spay/neuter services and the Department seeks to extend and expand mobile spay/neuter services to limit shelter intake and provide humane animal care; and

WHEREAS, this Fifth Amendment, extending the term of the Agreement to December 31, 2019, expanding the services provided Citywide from the existing zip codes and making such other

changes as reflected herein, was approved by the Animal Services Board of Commissioners ("Board") on _____, 2018, and approved by the City Council on _____, 2018.

NOW THEREFORE, both parties intend the Agreement to be amended as follows:

AMENDMENTS

1. Section I. Representatives of the Parties and Service of Notification; A.1; shall be amended as follow;

Brenda F. Barnette, General Manager
Department of Animal Services
221 North Figueroa Street, Suite 600
Los Angeles, CA 90012

2. Section II. Term; shall be amended to extend the term of the Agreement to December 31, 2019.

The City exercises its option of renewing the agreement for one additional year. The Term of the Contract shall be extended from its present expiration date of December 31, 2018 to a new expiration date of December 31, 2019.

3. Section V. Scope of Services; shall be amended as follows:

The Contractor shall obtain, operate, and maintain a Mobile Spay/Neuter Clinic from which the Contractor will provide free spay/neuter services for animals owned by low-income City of Los Angeles residents; will provide all staffing, equipment, and supplies; and will obtain all permits, licenses, and registrations required to operate the Mobile Clinic. In particular, the veterinary services to be provided are as follows:

4. Section V. Scope of Services; (A) Spay/Neuter and Related Veterinary Services; shall be added as follows:

Contractor shall provide no services, spay/neuter surgeries, or veterinary care of any kind under this Agreement related to "unowned or community" cats including feral cats and trap-neuter-return (TNR) in violation of the January 5, 2010 Permanent Injunction in *The Urban Wildlands Group, et al. v. City of Los Angeles, et al.*, Los Angeles Superior Court Action No. BS115483, as modified by the March 10, 2010 Stipulated Order Modifying Injunction (collectively the "Injunction") and until such time, if any, that the Injunction is lifted, will comply with and provide no services in violation of this Injunction.

5. Section V. Scope of Services; (F) Operating Requirements; (2) Service locations of Mobile Clinic Operations; shall be amended as follows:

Contractor shall be responsible for determining and scheduling the locations of the Mobile Clinic operations without respect to zip codes, as long as the locations are within the City of Los Angeles. The locations shall be at the Contractor's discretion, subject to Department disapproval, and shall be primarily in low-income areas within the City of Los Angeles. The Department may provide to the Contractor, when feasible, data about where services are needed most, which will be helpful to the Contractor to determine

service locations. Although the Department shall make its best effort to provide such information within reasonable time, the Department shall be under no obligation to provide such information.

6. Section V. Scope of Services; (F) operating Requirements; (3) Days and Hours of Operation; shall be amended as follows:

Contractor shall operate the Mobile Clinic an average of five (5) days per week, to be scheduled at the Contractor's discretion, and subject to disapproval by the Department. Contractor's hours of operation shall be such that members of the public bringing their animals to the Mobile Clinic are reasonably accommodated for their time. Contractor shall advertise the days of operation at least one month prior and publish its scheduled days of operation online and by other appropriate media.

7. Section V. Scope of Services; (F) Operating Requirements; (11) Verification of Client's Residency; shall be amended to be "Verification of Client's Income and Residency" and as follows:

To verify that the services provided under this agreement are provided to low-income residents of the City of Los Angeles including low-income seniors and low-income disabled residents, Contractor shall establish a protocol to verify clients' income and residency. Specifically, Contractor shall request each client to provide a utility bill, paycheck stub, or similar document, at the time the surgery is provided, which shows that the client is a City of Los Angeles resident with a household income that does not exceed the applicable United States Department of Housing and Urban Development (HUD) Yearly HOME Income Limits. The HUD 2018-2019 Yearly HOME Income Limits are as follows:

NUMBER OF PERSONS IN HOUSEHOLD							
1	2	3	4	5	6	7	8
COMBINED HOME INCOME LIMIT**							
\$33,950	\$38,800	\$43,650	\$48,450	\$52,350	\$56,250	\$60,100	\$64,000

**Limits are established annually by the U.S. Department of Housing and Urban Development for the Income Category Limit of "Very low (50%) Income." Combined HOME Income Limits will be modified annually to conform to published HUD figures.

The low-income animal owner who lacks proof of qualification for low-income assistance may, in the alternative, fill out, sign and submit an affidavit provided by the Contractor, in the form approved by the Department, swearing low-income status and residency within the City of Los Angeles.

8. Section V. Scope of Services; (F) Operating Requirements; (12) Pre-Release Program and Voucher Program Participation; shall be added to the Agreement as follows:

Contractor may participate in Department Pre-Release and Voucher Spay and Neuter Programs (spaying and neutering dogs, cats and rabbits eight weeks of age or older).

9. Section V. Scope of Services; (G) Fees, Billing, and Record Keeping; (1) Fees for Spay/Neuter Surgeries; shall be amended to rates approved by the Board of Animal

Services Commissioners on September 27, 2016. Effective February 1, 2018, these fee rates shall be as follows:

	Rates	
	Through January 31, 2018	Effective February 1, 2018
Dog Spay	\$90	\$125
Dog Neuter	\$80	\$125
Cat Spay	\$65	\$70
Cat Neuter	\$60	\$70
Rabbit Spay	\$0	\$125
Rabbit Neuter	\$0	\$125

10. Section V. Scope of Services; (G) Operating Requirements; (2) Fees, Billing and Recordkeeping; shall be amended as follows:

Upon completion of sterilization, Contractor shall bill the Department for services by sending an invoice to:

Department of Animal Services
Attention: Accounting Section
221 N. Figueroa Street, Suite 600
Los Angeles, CA 90012

11. Section V. Scope of Services; (G) Operating Requirements; (5) Proof of Client's Residency; shall be amended as follows:

To verify that funding for this Agreement is used to subsidize spay/neuter surgeries for animals owned by low-income residents of Los Angeles, as intended, Contractor shall retain on file at its facility photocopies of verification that demonstrate the client 1) is a resident of Los Angeles and 2) earns a low-income (based on HUD's annually published HOME income limits for Very Low (50%) income). Such verification may include, but not be limited to, photocopies of client's DWP bills, statements for low-income benefits such as the Women, Infants and Children (WIC) Program, Aid to Families with Dependent Children (AFDC), or other documents which verify the client's residency and income eligibility. Additionally, the Contractor shall retain a copy in its records of all completed and signed affidavits received as proof of low-income status and residency.

12. Section V, Scope of Services; (J) Quality Control; 5. Reporting Animal Deaths; shall be amended as follows:

The Contractor shall report to the Department all unexpected deaths of animals under the care and control of the Contractor within two (2) business days of the death by submitting a completed Incident Report, attached hereto as Attachment #1.

13. Except as herein amended, all other terms and conditions shall remain in full force and effect.

Attachments
Attachment 1 – Incident Report Form

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

**The City of Los Angeles,
Department of Animal Services**

By _____
Brenda Barnette, General Manager

Date: _____

**APPROVED AS TO FORM:
MICHAEL N. FEUER, City Attorney**

By _____
Dov S. Lesel, Assistant City Attorney

Date: _____

**ATTEST:
HOLLY WOLCOTT, City Clerk**

By _____
Deputy City Clerk

Date: _____

CONTRACTOR - SPAY4LA,INC

By _____
Aimee Gilbreath, Treasurer

Date: _____

(second signature required of corporations)

By _____
Jonathan Chavez, Secretary

Date: _____

Los Angeles City Business Tax License Number: **002722603-000-1-6**

Taxpayer Identification Number: **45-2996980**

City Agreement Number: **C-125233-5**

Council File Number: **14-1459**



FREE SPAY & NEUTER MOBILE CLINIC PROGRAM
(Of the City of Los Angeles Department of Animal Services)



QUALIFICATIONS FOR FREE SPAY & NEUTER MOBILE CLINIC PROGRAM

The Free Spay & Neuter Mobile Clinic Program covers the full cost of surgery for your dog/cat/rabbit at all participating Spay4LA mobile veterinary clinics. All applicants may be asked to provide a valid Government or California Photo ID.

❖ **TO QUALIFY FOR THIS SERVICE YOU MUST CERTIFY THAT YOU RESIDE IN THE CITY OF LOS ANGELES AND THAT YOU ARE LOW INCOME ACCORDING TO THE INCOME LIMITS STATED IN THE ADDENDUM.**

❖ **Any one of the following documents is acceptable proof of income:**

- ✚ California Resident Income Tax Return Form 540; or
- ✚ W-2 Income Form; or
- ✚ DWP Lifeline Bill; or
- ✚ Social Security Benefits Statement; or
- ✚ Award letter of the amount of SSI benefits, General Relief, or Cal Works/AFDC; or
- ✚ Southern California Gas Company CARE Program.

If you cannot provide one of the documents listed above, complete this Low Income Affidavit by filling in the information below and delivering this full completed page to a participating mobile clinic.

LOW INCOME AFFIDAVIT – MOBILE CLINIC

I CERTIFY THE FOLLOWING:

PART A—RESIDENCY—Please select only one of the following:

☐ I reside at the following address:

NO. STREET APT CITY ZIP

☐ I am homeless and reside on (cross streets):

PART B – INCOME VERIFICATION

My annual income is: \$

My source of income (if any) is:

Number of family members residing in my household:

PART C – REASON FOR PROOF OF RESIDENCY AND/OR INCOME VERIFICATION

Please provide reason for missing residency and income verification:

UNDER PENALTY OF PERJURY, I CERTIFY THAT I RESIDE IN THE CITY OF LOS ANGELES AND THAT THE INFORMATION PRESENTED IN THIS AFFIDAVIT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE OR MISLEADING INFORMATION HEREIN CONSTITUTES FRAUD, AND MAY RESULT IN THE CITY TAKING CIVIL OR CRIMINAL ACTION AGAINST ME.

SIGNATURE OF APPLICANT

DATE

APPLICATION ADDENDUM

PART B OF THE AMANDA FOUNDATION MOBILE CLINIC PROGRAM APPLICATION FOR FREE SPAY & NEUTER SURGERY (Of the City of Los Angeles Department of Animal Services)

QUALIFICATIONS FOR FREE SPAY & NEUTER MOBILE CLINIC PROGRAM

(Applicant verifies that household annual income does not exceed the limits provided below.)

HOUSEHOLD INCOME LIMITS 2018-19 HUD YEARLY HOUSEHOLD INCOME LIMITS

1 PERSON	2 PERSONS	3 PERSONS	4 PERSONS	5 PERSONS	6 PERSONS	7 PERSONS	8 PERSONS
\$33,950	\$38,800	\$43,650	\$48,450	\$52,350	\$56,250	\$60,100	\$64,000

**Limits are established annually by the U.S. Department of Housing and Urban Development (HUD) for the Income Category Limit of "Very Low (50%) Income." Combined HOME Income Limits will be modified annually to conform to published HUD figures.