



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES

REGULAR MEETING AGENDA
Tuesday, July 13, 2021
9:30 A.M.

Dial (669) 900-6833 to Join the Meeting and use Webinar ID No. 987 3811 2729 and then Press #. Press # again when prompted for participant ID.

LARRY GROSS
President

OLIVIA E. GARCÍA
Vice-President

JILL COHEN
ALISA FINSTEN
JOSE SANDOVAL

In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) and due to concerns over COVID-19, the Board of Animal Services Commission meeting will be conducted entirely telephonically and using Zoom software.

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To make your request please call (213) 482-9558. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend.

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

Members of the public who wish to offer public comment to the Board of Animal Services Commission should call (669) 900-6833 and use Webinar ID No. 987 3811 2729 and then press #. Press # again when prompted for participant ID. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

I. ADMINISTRATIVE APPEALS

1. Dangerous Animal Case: DA 202114 WV

Appellant: Kristi Dietz

West Valley Animal Services Center: Lt. Julian

Complaining Witness: Melinda Garber

II. 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)

Note: The Brown Act prohibits the Board and staff from discussing a 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 June 22, 2021

4. ORAL REPORT OF THE GENERAL MANAGER

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

6. BOARD REPORTS

A. Request Authorization to use \$15,087.08 from the Animal Welfare Trust Fund for the purchase of a Unimac washing machine for the West Los Angeles Animal Services Center (Action Item; Public comment limited to one minute per speaker)

B. Approval of Letters of Agreement with the following Veterinary Care Providers; Animal Hospital of South Bay, Animal Hospital of South Bay – RH, Animal Treatment & Surgical Center, Best Friends Animal Society, Beverly Oaks Animal Hospital, Family Veterinary Inc. Mobile Vet, FixNation, North Figueroa Animal Hospital, Northwood Animal Hospital, Shelter Veterinary-Value Vet, SNPLA Harbor, SNPLA Jefferson Park, and Veterinary

Angels for participation in the STAR Program (Action Item; Public comment limited to one minute per speaker)

7. ADJOURNMENT

Next Regular Meeting is scheduled for 9:30 a.m., July 27, 2021

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Tuesday of each month at 9:30 A.M. For the duration of the COVID-19 emergency, the Board will meet telephonically and using Zoom software in conformity with the Governor's Executive Order N-29-20 (March 17, 2020). 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 <https://www.laanimalservices.com/about-us-2/commission/#three>

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. (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. Each speaker will be granted a maximum of two minutes and the presiding officer reserves the ability to extend or limit the time depending on the circumstances of the meeting.

Notice to Paid Representatives. If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 *et seq.* More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org.

Time Limit for Speakers. Speakers addressing the Board will be limited to one (1) minute of speaking time for each

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

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
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ERIC GARCETTI
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ASSISTANT GENERAL MANAGER
Lifesaving

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

NOTIFICATION OF ADMINISTRATIVE APPEAL HEARING

To Be Held: Tuesday, July 13, 2021, at 9:30 A.M.

This hearing will be held telephonically. To appear, please follow the instructions below.

Pursuant to Los Angeles Municipal Code Section 53.18(q)(4) this serves as formal notice to the following parties and witnesses of an appeal hearing before the Board of Animal Services Commissioners in the case listed below:

- 1. Dangerous Animal Case: DA 202114 WV**
Appellant: Kristi Dietz
West Valley Animal Services Center: Lt. Julian
Complaining Witness: Melinda Garber

Due to concerns over COVID-19, this appeal hearing will be held telephonically. To appear at the hearing, DIAL (669) 900-6833, ENTER Webinar ID No. 987 3811 2729, and then press #. Press # again when prompted for participant ID.

If you have any questions or need further assistance with your telephonic appearance, please contact the Department at (213) 482-9558.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. 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 hearing.

For additional information, please refer to the Board's "Rules and Procedures for Appeals", or contact the Department of Animal Services at (213) 482-9558, or visit the Department's website: <http://www.laanimalservices.com/>. Written statements are to be submitted to the Commission seven days prior to the hearing and, if in excess of 50 pages, seven hard copies must be provided. You may submit your statement (50 pages or less) via email to: ani.commission@lacity.org. This hearing will not be rescheduled, except for good cause.

Para información en español, llame al (213) 482-9558.

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**BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES**



**MINUTES
TUESDAY, June 22, 2021 at 9:30 AM**

VIRTUAL ZOOM MEETING

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

Larry Gross, President
Olivia E. García, Vice President
Jill Cohen
Alisa Finsten
Jose Sandoval

Meeting called to order at 9:33 a.m. Commissioners present were Gross, García, Cohen, and Sandoval. Also present from Los Angeles Animal Services (LAAS) was Assistant General Manager (AGM) Curtis Watts, Assistant General Manager (AGM) Annette Ramirez, Board Secretary Francine Acuña, and Deputy City Attorney Steve Houchin.

Commissioner Gross opened the meeting, introduced staff, provided an overview of the meeting agenda, and provided instructions to the public on how to make public comments for this virtual meeting.

I. REGULAR COMMISSION MEETING

1. PUBLIC COMMENT

Public Comment was made by:

- **Eliza** - spoke about the spay/neuter ordinance for rabbits.
- **Michelle Cornelius** - asked when the shelters will be open to the public.
- **Michelle Kelly** - spoke about the spay/neuter ordinance for rabbits.
- **Anna McKenzie** - spoke about the spay/neuter laws for rabbits.
- **David Shapendonk** - stated rabbits should be legal in the City of Los Angeles and suggested limiting the number of house rabbits.
- **Carl Smith** - spoke about the municipal code regarding guard dogs on business properties and suggested the municipal code be updated.
- **Cathy Serksnas** - stated that a New Hope partner was not aware of the STAR program.
- **Julie Bertrand** - spoke about the spay/neuter ordinance for rabbits and suggested making them legal as companion animals in the home.
- **Cora Chandler** - advocate for the spay/neuter ordinance for rabbits.
- **Leah Currivan** - spoke about the spay/neuter ordinance for rabbits.
- **Anthony Coulson** - spoke about the spay/neuter ordinance for rabbits.
- **Gail Raff** - asked for an update on the spay/neuter for TNR.
- **Jeff Mausner** - stated it is important to get more volunteers back into the shelters for the well-being of the animals.

- **Sharon Brewer** - spoke about an ongoing problem with dog walkers dropping off large numbers of dogs at the Sepulveda Basin off-leash dog park
- **Caroline** - stated the appointment process should be eliminated and spoke about a dog named Jacob who was euthanized.

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 June 8, 2021.

Commissioner Cohen moved to approve the minutes for the meeting of June 8, 2021.

Commissioner García seconded and the motion was approved by a vote of 4-0.

Ayes: Gross, García, Cohen, and Sandoval.

Noes: None.

Absent: Finsten.

Public Comment:
None

4. ORAL REPORT OF THE GENERAL MANAGER

AGM Annette Ramirez discussed the following:

- From May 30 through June 5, the Department issued 141 discounted spay/neuter vouchers and 507 free spay/neuter vouchers for a total of 648 vouchers issued that week. From June 6 through 12, we issued 138 discounted vouchers and 535 free vouchers for a total of 673 vouchers.
- June 9-12 there was a discounted adoption event for pet appreciation week and another for father's day week from June 13 through 19th. Both discounted events were 50% off the adoption fee for cats, kittens, dogs, and puppies.
- On June 12, the Department had a booth at the Found Animal's better neighborhoods pet fair in Boyle Heights providing information on services provided by the Department.

- On June 14, the Department worked with the L.A. Chargers for a photo shoot of adoptable dogs and cats which will be part of a calendar produced by the L.A. Chargers.
- The HVAC unit at Chesterfield Square went down on June 16, General Services Division brought in portable cooling units until the air-conditioning unit could be replaced.
- Pet Food Pantry was held on June 13 and June 20. On June 13, there were 219 pets served at Chesterfield Square and 201 pets served at East Valley for a total of 420 pets served. On June 20, there were 218 pets served at Chesterfield Square and 189 pets served at East Valley for a total of 407 pets served.
- **Commissioner Gross** asked for an update on the washing machines. **AGM Curtis Watts** stated the Department has contacted a vendor and repairs are underway. We are also looking into replacing some of the washing machines.

Public Comment was made by:

- **Gail Raff** - stated the washing machine issues have been going on for months.
- **Michelle Cornelius** - asked for a timeline on repairing the washing machine.
- **Jeff Mausner** - commended the volunteers who are doing the laundry.
- **Cathy Serksnas** - advised the Department that vehicles should be inspected to ensure that the air conditioning is working and the compartments or the air circulation systems are in working order.

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

Commissioner Gross:

- Update on the washing machine situation and asked if the Department is looking into outside contractors for laundry services.
- Report back on the number of appointments made, no-shows, etc.
- Report back on how much food is donated to the Pet Food Pantry and how much is the Department spending on food.

Commissioner Cohen:

- Went on a tour of the North Central facility with Commissioner Sandoval on June 11.

Commissioner Finsten:

- Absent.

Commissioner García:

- None.

Commissioner Sandoval:

- Report back on the spay/neuter ordinance for rabbits.

Public Comment:
None

6. BOARD REPORTS

A. Report on the FY 2021-22 Budget (Information Item)

AGM Curtis Watts provided an update on the FY 2021-22 Budget.

Public Comment was made by:

- **Cathy Serksnas** - asked what the authorized positions for the new fiscal year are.
- **Michelle Cornelius** - expressed concerns over the litter used in the shelters and asked for an update on the community cat program.

B. Update on Fourth of July Preparations (Information Item)

AGM Annette Ramirez provided an update on the Department's Fourth of July Preparations.

Public Comment was made by:

- **Diana Mendoza** - encouraged the Department to start sharing the social campaigns as soon as possible and spoke about a motion that was made for firework reporting.
- **Gail Raff** - spoke about impounding unfixed and unvaccinated animals.
- **Cathy Serksnas** - suggested the Department share how successful the shelter at home program is during this holiday.
- **Michelle Cornelius** - concerned about animals that are not fixed who are being returned to their owners without being sterilized. Also stated that anyone who is participating in the shelter at home program needs to complete the Department's foster care agreement
- **Jeff Mausner** - stated the Tarzana Neighborhood Council has a resolution and community impact statement that supports the City Council motion for firework reporting.

ADJOURNMENT

Meeting adjourned at 10:52 a.m.

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DR. JEREMY PRUPAS
CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: July 13, 2021

PREPARED BY: Christy Louzan

REPORT DATE: June 24, 2021

TITLE: District Supervisor

SUBJECT: REQUEST AUTHORIZATION TO USE \$15,087.08 FROM THE ANIMAL WELFARE TRUST FUNDS FOR THE PURCHASE OF A UNIMAC WASHING MACHINE FOR THE WEST LOS ANGELES ANIMAL SERVICES CENTER

BOARD ACTION RECOMMENDED:

- **APPROVE** the use of Animal Welfare Trust Funds (AWTF) in the amount of \$15,087.08 to purchase a new industrial grade washing machine for the West Los Angeles Animal Services Center.

BACKGROUND

In April 2014, the Department made the decision to purchase a new Unimac industrial grade washing machine in order to replace the original unit. The washing machine unit was in constant need of repair with the cost of repair exceeding the cost of a new washing machine unit. The original washing machine unit at the West Los Angeles Animal Services Center was purchased and installed under Proposition F in 2007.

SUMMARY

A Unimac industrial grade washing machine that is currently installed at the West Los Angeles Animal Services Center has been rendered inoperable and would require costly repairs to put it back into operation. This particular unit was purchased back in April of 2014 to replace the existing unit that was originally installed in 2007. Since its purchase in April of 2014, the Department has already exceeded all warranties on the unit (i.e. 30-day labor, 3-year any part and 5-year frame and cylinder, shaft and bearing/seal assembly). Each shelter gets approximately 7 years of good use out of the average washing machine unit before the cost of repairs begins to exceed the cost of purchasing a new unit. This washing machine unit has reached the seven year mark. The current estimated cost of repair for this unit is \$3,405. The unit has received similar costly repairs previously.

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Report to the Board of Animal Services Commissioners
SUBJECT: REQUEST AUTHORIZATION TO USE \$15,087.08 FROM THE ANIMAL WELFARE TRUST FUNDS FOR THE PURCHASE OF A UNIMAC WASHING MACHINE FOR THE WEST LOS ANGELES ANIMAL SERVICES CENTER

When a washing machine unit remains inoperable for an extended period, the affected shelter along with surrounding shelters face difficult staffing challenges. The affected shelters must stretch limited human resources by requiring staff to travel to other shelter locations to launder and/or replace any soiled blankets. Other shelter locations, trying to support the impacted shelter are inconvenienced because they may be left taking the soiled blankets in place of any already existing, possibly clean laundry. An inoperable machine in one location then creates added wear and tear on another washing machine unit because it is now being used to clean laundry for two facilities.

While the Department has the option to pay to repair the unit again, the age of the unit almost guarantees certain future expenditures. The preferable option is to purchase a new unit which will come with new warranties, thereby reducing the need for repair services over the next 3-5 years.

Alternatively, the Department has the option to utilize the attached City of Los Angeles agreement for linen laundry services. However, this is not a long-term solution for the Department due to the volume of linens needed to be cleaned and the frequency/immediacy in which they require cleaning.

FISCAL IMPACT:

There is no fiscal impact to the General Fund.

Approved:



Dana H. Brown, General Manager

Attachment

BOARD ACTION:

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

CITY OF LOS ANGELES

City of Los Angeles Purchasing Agent
111 E 1ST STREET
ROOM 110
LOS ANGELES CA 90012



ANNUAL REQUIREMENTS CONTRACT

Contract Number	Description	RFQ Number
ARC 40 59725 7	Service, Laundry, Linen	
Contract Dates	Payment Terms	Delivery Days ARO
09-18-20 to 07-31-21	0% Net 30	Please refer to each line item for delivery days.
Central Purchasing	Vendor	Bill To
Contact: Marissa Rodriguez Phone: (213) 978-4658 E-mail: Marissa.Rodriguez@lacity.org	000014305 MEDICO PROFESSIONAL LINEN SVC AMERICAN TEXTILE MAINT CORP 1705 S HOOPER AVENUE LOS ANGELES, CA 90021-3111	City of Los Angeles Supply Svcs., Accounts Payable 555 Ramirez St., Space 312 Los Angeles CA 90012
Extended Description		
Laundry Services, Towels, Sheets, Pillowcases & Blankets for Los Angeles Fire Department (LAFD) in accordance with LAFD Specifications.		
Services, Laundry, Linen for Los Angeles Police Department (LAPD) Jails in accordance with LAPD Specifications.		

Reason for Modification

Amendment #3, Price Increase, Effective September 18, 2020.

Renewal Period Options

Option	Effective Date	Expiration Date
2	08-01-21	07-31-22
3	08-01-22	07-31-23
4	08-01-23	07-31-24

Line Items

Line	Commodity Code	CL Description	UOM	Unit Price	Markdown %	Markup %
1	91111502	Laundry Services, Towels for Los Angeles Fire Department (LA	EA	\$0.3146		
Extended Description: Laundry services						
Delivery Days ARO: 0						
2	91111502	Services, Laundry, Sheets for LAFD in accordance with LAFD S	EA	\$0.4700		
Extended Description: Laundry services						
Delivery Days ARO: 0						
3	91111502	Services, Laundry, Pillowcases for LAFD in accordance with L	EA	\$0.2360		
Extended Description: Laundry services						
Delivery Days ARO: 0						
4	91111502	Services, Laundry Services, Blankets for LAFD in accordance	EA	\$0.6700		
Extended Description: Laundry services						
Delivery Days ARO: 0						

Line	Commodity Code	CL Description	UOM	Unit Price	Markdown %	Markup %
5	91111502	Services, Laundry, Linen for Los Angeles Police Department (EA	\$0.5200		
Extended Description: Laundry services Delivery Days ARO: 0						
6	52121508	Replacements for Lost Items for LAFD - Blankets	EA	\$9.9900		
Extended Description: Blankets Delivery Days ARO: 0						
7	521217	Replacements for Lost Items for LAFD - Towels	EA	\$1.4221		
Extended Description: Towels Delivery Days ARO: 0						
8	52121500	Replacements for Lost Items for LAFD - Sheets	EA	\$5.0000		
Extended Description: Sheets Delivery Days ARO: 0						
9	52121512	Replacements for Lost Items for LAFD - Pillow Cases	EA	\$1.2500		
Extended Description: Pillow cases Delivery Days ARO: 0						
10	91111502	Laundry Services		\$0.0000	(-) 0%	
Extended Description: Laundry services Delivery Days ARO:						
*** THIS LINE IS NOT ACTIVE ***						

Authorized By

Annual Requirements Contract Clauses, Terms, and Conditions

Line Item Provisions

Clauses and Comments on PDF

Document Provisions

Section intentionally left blank.

Supporting Documents

Section intentionally left blank.

Document ID 59725	Document Phase Final	Document Description Service, Laundry, Linen	Page 4 of 4
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CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: July 13, 2021

PREPARED BY: Annette Ramirez

REPORT DATE: July 8, 2021

TITLE: Assistant General Manager

SUBJECT: APPROVAL OF LETTERS OF AGREEMENT WITH THE FOLLOWING VETERINARY CARE PROVIDERS; ANIMAL HOSPITAL OF SOUTH BAY, ANIMAL HOSPITAL OF SOUTH BAY – RH, ANIMAL TREATMENT & SURGICAL CENTER, BEST FRIENDS ANIMAL SOCIETY, BEVERLY OAKS ANIMAL HOSPITAL, FAMILY VETERINARY INC. MOBILE VET, FIXNATION, NORTH FIGUEROA ANIMAL HOSPITAL, NORTHWOOD ANIMAL HOSPITAL, SHELTER VETERINARY-VALUE VET, SNPLA HARBOR, SNPLA JEFFERSON PARK, AND VETERINARY ANGELS FOR PARTICIPATION IN THE STAR PROGRAM

BOARD ACTION RECOMMENDED:

1. **APPROVE** the execution of Letters of Agreement, a template of which is attached to this Report, between the City of Los Angeles through the Department of Animal Services and the below-listed veterinary care providers for participation in the STAR Program to provide veterinary services:

- Animal Hospital of South Bay;
- Animal Hospital of South Bay – RH;
- Animal Treatment & Surgical Center;
- Best Friends Animal Society;
- Beverly Oaks Animal Hospital;
- Family Veterinary Inc. Mobile Vet;
- FixNation;
- North Figueroa Animal Hospital;
- Northwood Animal Hospital;
- Shelter Veterinary-Value Vet;
- SNPLA Harbor;
- SNPLA Jefferson Park;
- Veterinary Angels

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Report to the Board of Animal Services Commissioners

SUBJECT: APPROVAL OF LETTERS OF AGREEMENT WITH THE FOLLOWING VETERINARY CARE PROVIDERS; ANIMAL HOSPITAL OF SOUTH BAY, ANIMAL HOSPITAL OF SOUTH BAY – RH, ANIMAL TREATMENT & SURGICAL CENTER, BEST FRIENDS ANIMAL SOCIETY, BEVERLY OAKS ANIMAL HOSPITAL, FAMILY VETERINARY INC. MOBILE VET, FIXNATION, NORTH FIGUEROA ANIMAL HOSPITAL, NORTHWOOD ANIMAL HOSPITAL, SHELTER VETERINARY-VALUE VET, SNPLA HARBOR, SNPLA JEFFERSON PARK, AND VETERINARY ANGELS FOR PARTICIPATION IN THE STAR PROGRAM

2. **AUTHORIZE** the Department's General Manager or her designee to execute the Letters of Agreement and submit them to City Attorney for review and approval as to form.

BACKGROUND:

The STAR (Special Treatment and Recovery) Program was established to use donated funds to provide medical treatment for severely injured, abused, and neglected animals surrendered to or seized by the Department. This program was designed to allow the Department to get sick/injured animals to a private veterinarian to receive the critical medical care they need and that is not always available in a municipal animal shelter. The program gives companion animals a new chance at life that they would not have without critical medical care. The Board approved the implementation of the STAR Program and use of STAR Program funds held in the Animal Welfare Trust fund on August 20, 2020.

The STAR Program cannot function without the participation of veterinary care provider partners. To facilitate their participation, the Department must enter into a Letter of Agreement with each veterinary care provider outlining the terms of the Program.

SUMMARY:

The Department is requesting the Board's approval of Letters of Agreement with each of the following veterinary care providers:

- Animal Hospital of South Bay;
- Animal Hospital of South Bay – RH;
- Animal Treatment & Surgical Center;
- Best Friends Animal Society;
- Beverly Oaks Animal Hospital;
- Family Veterinary Inc. Mobile Vet;
- FixNation;
- North Figueroa Animal Hospital;
- Northwood Animal Hospital;
- Shelter Veterinary-Value Vet;
- SNPLA Harbor;
- SNPLA Jefferson Park;
- Veterinary Angels

Each Letter of Agreement will take the form of the template attached to this Report and will set forth the terms and conditions of the STAR Program, including approved medical treatment and reimbursements. Each Letter of Agreement will carry a term of one year with optional renewal for two additional one-year terms at the Department's sole discretion.

Report to the Board of Animal Services Commissioners
SUBJECT: APPROVAL OF LETTERS OF AGREEMENT WITH THE FOLLOWING VETERINARY CARE PROVIDERS; ANIMAL HOSPITAL OF SOUTH BAY, ANIMAL HOSPITAL OF SOUTH BAY – RH, ANIMAL TREATMENT & SURGICAL CENTER, BEST FRIENDS ANIMAL SOCIETY, BEVERLY OAKS ANIMAL HOSPITAL, FAMILY VETERINARY INC. MOBILE VET, FIXNATION, NORTH FIGUEROA ANIMAL HOSPITAL, NORTHWOOD ANIMAL HOSPITAL, SHELTER VETERINARY-VALUE VET, SNPLA HARBOR, SNPLA JEFFERSON PARK, AND VETERINARY ANGELS FOR PARTICIPATION IN THE STAR PROGRAM

FISCAL IMPACT:

There is no fiscal impact to the general fund. The cost of the STAR Program will be used from the STAR Fund, Fund No. 859.

Approved:



Dana H. Brown, General Manager

Attachment

BOARD ACTION:

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



**CITY OF LOS ANGELES
DEPARTMENT OF ANIMAL SERVICES
STAR PROGRAM VETERINARY PARTNER AGREEMENT**



This Letter of Agreement (“Agreement”) is for veterinarians that wish to participate in the City of Los Angeles (“City”) Department of Animal Services (“LAAS”) STAR Program (“Program”), which allows qualified non-profit rescue organizations to temporarily foster and care for LAAS-owned animals that have suffered from injury, abuse or neglect and are in need of medical treatment. Under the Program, rescue organizations will transport these animals to a veterinarian for treatment and LAAS will pay a portion of qualifying treatment costs.

Veterinary Care Provider: _____ (“Provider”)

In order to participate in the Program, Provider understands and agrees to the following terms and conditions:

1. Animal Intake and Medical Treatment.

- a. Provider will be included on a list of participating veterinarians provided by LAAS to non-profit rescue organizations that have entered into a separate agreement with LAAS to participate in the Program (“Participating Rescue Organization”). If Provider is selected by a Participating Rescue Organization, the Participating Rescue Organization will transport a LAAS-owned animal in need of specified medical treatment (“Animal”) to the Provider for treatment.
- b. Participating Rescue Organization will submit to Provider a “STAR Program Payment Form,” which will specify the LAAS-approved medical treatment requested for the Animal (“Medical Treatment”). If Provider accepts an Animal for treatment, Provider will only perform the specified Medical Treatment on the Animal and shall obtain prior authorization from LAAS before performing any other treatment or procedure.
- c. When the Medical Treatment is completed and an Animal is ready for discharge, Provider will contact the Participating Rescue Organization to arrange for pick-up. Provider shall not release an Animal to any person, group, or organization other than the Participating Rescue Organization that provided the Animal for treatment. Provider shall provide the Participating Rescue Organization with post-operative instructions.

2. Payment to Provider.

- a. If Provider complies with all terms and conditions set forth in this Agreement and if Medical Treatment provided to the Animal is supported by a detailed invoice from Provider, LAAS will pay Provider for a portion of costs for Medical Treatment as follows, per Animal:
 - LAAS will pay 100% of Medical Treatment costs up to \$1,000.
 - LAAS will pay 50% of additional Medical Treatment costs between \$1,000 and \$5,000.
 - LAAS will not pay any portion of Medical Treatment costs above \$5,000.
 - Under this payment structure, LAAS will pay no more than \$3,000 total for Medical Treatment costs per Animal.

- b. LAAS will not be responsible for paying any costs other than those related to the approved Medical Treatment. LAAS will not pay more than \$3,000 per Animal.
- c. In order to receive any payments from LAAS under this Agreement, Provider must provide LAAS with the following Required Documentation for each Animal:
 - a completed STAR Program Payment Form
 - a detailed invoice for Medical Treatment provided to the Animal
 - Invoices must include:
 - Veterinary Hospital Name and Address
 - Nature of Injury
 - Treatment Provided
 - Animal Disposition (e.g. euthanized or specify other)
 - Service Date
 - Complete Service Fees

The Required Documentation, with original signatures, must be mailed and postmarked within 7 days after Medical Treatment is completed. Any documents or requests for payment sent more than 7 days after Medical Treatment is completed will not be accepted by LAAS and no payments will be made to Provider.

The Required Documentation originals must be mailed to:

Chesterfield Square Animal Care Center
Attn: Dr. Jeremy Prupas
1850 West 60th Street
Los Angeles, California 90047

- d. All costs submitted to LAAS for payment shall be fair and reasonable. Provider shall offer the best prices and discounts that are offered to any of Provider's customers for similar medical treatment provided under this Agreement.
- e. Total payments to Provider under this Agreement shall not exceed \$3,000 for medical treatment cost per animal.

3. Term

- a. This Agreement shall take effect when fully executed and shall terminate one (1) year thereafter, unless terminated earlier pursuant to the terms of this Agreement. This Agreement may be renewed for up to two additional one-year terms at the sole discretion of LAAS. Such renewal options shall be effected through a letter from LAAS to Provider and signed by the General Manager of LAAS, or designee, and by the Provider.

4. Termination

- a. LAAS may terminate this Agreement at any time and for any reason by giving Provider written notice. Upon receipt of the notice of termination, Provider shall not accept LAAS-owned animals under the Program.

5. Insurance

- a. Provider shall acquire and maintain insurance coverage and liability limits of a type and in an amount for premises liability, malpractice and such other insurance as is customary for licensed California veterinarians in the Los Angeles area, with one or more financially sound and reputable insurance companies and provide proof of such insurance to LAAS upon request.

6. Indemnity Wavier, Release of Liability, and Assumption of Risk.

- a. Provider understands that the behavior of domestic animals is unpredictable and that domestic animals are capable of spreading disease, inflicting serious personal injury, causing extensive property damage, and/or causing death. Knowing the risk of handling domestic animals, nevertheless, Provider agrees to assume those risks and agrees to assume full responsibility for personal injury, property damage suffered and/or death sustained as a result of, or in connection with, its participation in the Program. Except for the active negligence or willful misconduct of the City, LAAS, or any of their officers, agents, employees, assigns and successors in interest, Provider shall defend, indemnify and hold harmless the City, LAAS and any of their officers, agents, employees, assigns and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in-house and outside counsel) and costs of litigation (including all litigation costs incurred by the City, including but not limited to costs of experts and consultants, damages or liability of any nature whatsoever, for death or injury to any person, including Provider's employees and agents, or damages or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by Provider, including its boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of LAAS and the City provided in this Paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement. This provision shall survive expiration or termination of this Agreement.

7. Additional Provider Obligations.

- a. Provider shall comply with all applicable laws of the United States of America, the State of California, and the City of Los Angeles. Provider shall follow the mandates of the California Veterinary Medicine Practice Act.
- b. Provider shall provide all materials, equipment, and personnel and shall bear all costs for any necessary permits, insurance and taxes required to perform these services.
- c. Provider shall maintain all licenses, permits, certifications and other documents required to provide any veterinary care or related services, including but not limited to the following:
 - Veterinary Premise Permit, as required by the California Veterinary Medical Board
 - Veterinarian License
 - Controlled Substance Registration Certificate, as required by the U.S. Drug Enforcement Administration (DEA)
 - City of Los Angeles Business Tax Registration Certificate

I declare under penalty of perjury that I am authorized to enter into this Agreement on behalf of Provider and that all information provided herein is true and correct. I further declare that I have fully read, understand, and agree to the terms and conditions of this Agreement on behalf of the Organization.

Name of Provider Hospital/Clinic (Print)

Veterinarian/Owner or Authorized Representative (Print)

Title (Print)

Veterinarian/Owner or Authorized Representative (Signature)

Date

Location Address

State

Zip Code

Phone Number: _____ Email Address: _____

Los Angeles City Business Tax License Number: _____

IRS Taxpayer Identification Number: _____

Veterinary Premise Permit Number: _____

**THE CITY OF LOS ANGELES,
DEPARTMENT OF ANIMAL SERVICES**

By _____
Dana Brown, Interim General Manager

Date: _____

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

By _____
Steve R. Houchin, Deputy City Attorney

Date: _____

Form Last Updated: 7/9/21