



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES

**REGULAR MEETING AGENDA**  
**Tuesday, August 23, 2022**  
**9:30 a.m.**

To join the meeting via Zoom use this link: <https://us06web.zoom.us/j/98280506717>  
Or Dial (669) 900-6833 and use Webinar ID No. 982 8050 6717 and then Press #.  
Press # again when prompted for participant ID.

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LARRY GROSS  
President

OLIVIA E. GARCÍA  
Vice-President

JILL COHEN  
ALISA FINSTEN  
JOSE SANDOVAL

In conformity with State Assembly Bill 361 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 can either access the link located above or call (669) 900-6833 and use Webinar ID No. 982 8050 6717 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. COMMISSION MEETING**

- 1. PUBLIC COMMENT PERIOD** - Comments from the public on agenda items and non-agenda items of public interest within the Board's subject matter jurisdiction. The rules regarding public comment are set forth at the bottom of this agenda.

Note: The Brown Act prohibits the Board and staff from discussing or taking action relative to a speakers' comments on non-agenda items. Some of the matters raised in public comment may appear on a future agenda.

- 2. NEIGHBORHOOD COUNCIL INPUT** – Discussion with Neighborhood Council representatives on Neighborhood Council written resolutions or Community Impact filed with the City Clerk which relate to any agenda item listed on this agenda for the Board of Animal Services Commissioners.

### **3. COMMISSION BUSINESS**

- A. Findings to Continue Teleconference Meetings Pursuant to Assembly Bill 361 / Government Code Section 54953(e)(3).

Determination in accordance with AB 361 [Government Code Section 54953(e)(3)] that, while the state of emergency due to the COVID-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active and state or local officials have imposed or recommended measures to promote social distancing, the Board has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the Board members to meet safely in person and state or local officials continue to impose or recommend measures to promote social distancing.

- B. Approval of Minutes for the Meeting of August 9, 2022.

- 4. ORAL REPORT OF THE GENERAL MANAGER** – Report and updates from the General Manager on Department operations, including staffing, shelter operations/programs, and past and upcoming Department events. Updates will include status of the Citywide Cat Program and Pet Food Pantry statistics.
- 5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS** – Commissioner announcements or reports on their own activities and requests for future agenda items.

## **6. BOARD REPORTS**

- A. Approval of Letter of Agreement with Western Veterinary Group for Participation in the Citywide Cat Program to Provide Spay/Neuter Services for Free Roaming Cats.
- B. Oral Report by the Director of Volunteer Services with an update on the Department of Animal Services' Volunteers.
- C. Oral Report by General Manager on Dog Enrichment and Dog Walking at Shelters.
- D. Oral Report by General Manager on Partnership with Intervention Programs.
- E. Request to Los Angeles City Council for Continued Protection Against Evictions for Pets for those Adopting Pets During the Covid State of Emergency.
- F. Oral Report on the Shelter Operations at West Los Angeles.

## **7. ADJOURNMENT**

Next Regular Meeting is scheduled for 9:30 a.m., September 13, 2022.

### **Board of Animal Services Commissioners Meeting Rules**

**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 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, 6<sup>th</sup> Floor, Suite 600, 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 website at <https://www.laanimalservices.com/about-us-2/commission/#three>

**Public Input at Board Meetings.** An opportunity for the public to address the Board on agenda items for which public hearings have not been held will be provided at the beginning of the meeting during the Public Comment Period. Members of the public who wish to speak on agenda items shall be allowed to speak for up to one (1) minute per item and up to a total of three (3) minutes per meeting. When speaking on an agenda item during the Public Comment Period, the speaker shall identify the specific item to which they are speaking and limit their comments to that item. Members of the public will also be allowed an additional one (1) minute to provide general public comment at each regular meeting on any matter that is within the Board's subject matter jurisdiction. The Chairperson may exercise their discretion to change the time periods allocated to public speakers at any particular 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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).

**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.** 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 have their 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.** Three (3) members of the Board constitute a quorum for the transaction of business. Most items require a majority vote of the entire membership of the Board (3 members). The Board Secretary will announce the items to be considered by the Board. The Board will hear the presentation on the topic and may gather additional information from Department Staff. Once presentations have finished, the Board President will ask if any Board Member wishes to speak on one or more of these items. Some items on the Agenda may be approved without any discussion.

When debate on an item is completed, the Chairperson will instruct the Secretary to "call the roll". Every member present must vote for or against each item; abstentions are not permitted. 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, August 9, 2022 at 9:30 AM**

**VIRTUAL ZOOM MEETING**

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Audio MP-3 Recording is available at [www.laanimalservices.com](http://www.laanimalservices.com)

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

Meeting called to order at 9:34 a.m. Commissioners present were Gross, García, Cohen, Finsten, and Sandoval. Also present from Los Angeles Animal Services (LAAS) was Interim General Manager Annette Ramirez, Assistant General Manager (AGM) Curtis Watts, 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:

- **Tom Kiesche -**  
**Oral Report of the General Manager** - stated that the Department needs to hire employees who understand and care for animals and stated that volunteers have applied and have not heard back from the Department.  
**General Public Comment** - offered to have a discussion on how to improve the welfare for the animals and improve things for the volunteers and staff members.
- **Paula -**  
**Oral Report of the General Manager** - spoke about a dog named Koda who was neglected at the West Valley shelter.  
**General Public Comment** - stated that the shelter conditions have gotten worse and that management needs to resign.
- **Dan Guss -**  
**All Items** - spoke about a Brown Act violation.  
**Commission Business (3A)** - stated that the conditions at the shelters should be considered an emergency and not Covid.  
**Oral Report of the General Manager** - questioned the climate change item and asked how it is relevant to the animals.

- Board Reports** - asked for specificity on how the Animal Welfare Trust Funds are being used.
- **Cathy Serksnas** -
  - General Public Comment** - spoke about the compensatory time off for employees who are not showing up to work and that is affecting the day to day shelter operations.
- **Lejla Hadzimuratovic** -
  - Oral Report of the General Manager** - adopted 87 rabbits in a month and acknowledged shelter staff for their hard work. Also spoke about the Covid policy and asked for a moratorium on breeders licenses.
  - Commissioners Oral Reports** - requested that the Commissioners have a special session to discuss rabbit breeders and improving the spay/neuter protocols for rabbits.
  - General Public Comment** - asked for an update on the Mar Vista rabbit hoarding situation.
- **Jessica** -
  - General Public Comment** - stated that she has been trying to volunteer at the shelters but has not heard back from anyone. Also asked for the protocols on becoming a volunteer.
- **Claudio Kusnier** -
  - Oral Report of the General Manager** - spoke about his termination and comments made by the volunteer coordinator.
  - General Public Comment** - spoke about a situation where he was not allowed to help translate for a family who was trying to adopt a dog.
- **Michelle Cornelius** -
  - Oral Report of the General Manager** - spoke about the lack of ACT's and stated she has yet to receive any foster emails from the lifesaving liaison.
  - General Public Comment** - spoke about a CPRA request that she received which was missing information and was not accurate.
- **Whitney Smith** -
  - Commission Business (3A)** - stated that there is no mandate.
  - Oral Report of the General Manager** - stated that it is difficult to comment on this item when the items listed are vague. Stated that none of the misters were turned on at the South LA shelter and spoke about ways to improve the pet food pantry.
  - General Public Comment** - asked how the funds from the Animal Welfare Trust Fund are being used and asked why the Department has not addressed any of the issues raised by the public.
- **Jeff Mausner** -
  - Commissioners Oral Reports** - stated that the Commission failed to get input from Neighborhood Councils regarding the RFP for the Northeast Valley Animal Shelter and that City Council introduced a resolution to amend the City Charter to require this in the future.
  - General Public Comment** - stated that the Valley Alliance and Neighborhood Councils strongly condemn the termination of volunteers who exercised their First Amendment rights.
- **Carolyn Eiliya** -
  - Commissioners Oral Reports** - stated that it is difficult to provide a comment on an oral report that has not been presented yet. Asked for an update on the number of adoptions from no-appointment days versus

appointment days.

**General Public Comment** - spoke about the inaccurate information provided for dog walking.

- **Gail Raff -**

**Commissioners Oral Reports** - stated that the Commissioners should visit all the shelters and not just one in particular.

**Oral Report of the General Manager** - stated that the animal's welfare should be a priority over climate control.

**General Public Comment** - requested that the community cat vouchers be added to the Woofstat report to track how they are being used.

- **Sharon Brewer -**

**Oral Report of the General Manager** - stated that a written report should be provided for this item so that the public may be able to provide comments.

**Oral Report on the Shelter Operations at Harbor** - stated this agenda item should be in writing.

**General Public Comment** - spoke about the new changes for providing public comment and asked the Department to post pet safety guidelines for extreme heat conditions.

**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. Findings to Continue Teleconference Meetings Pursuant to Assembly Bill 361 / Government Code Section 54953(e)(3) (Action Item; Public comment limited to one minute per speaker)**

Determination in accordance with AB 361 [Government Code Section 54953(e)(3)] that, while the state of emergency due to the COVID-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active and state or local officials have imposed or recommended measures to promote social distancing, the Board has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the Board members to meet safely in person and state or local officials continue to impose or recommend measures to promote social distancing.

**Commissioner Gross** moved to approve in determining accordance with Government Code Section 54953(e)(3) that this Board has reconsidered the circumstances of the COVID-19 state of emergency and that the state of emergency continues to directly impact the ability of the Board to meet safely in person and state or local officials continue to impose or recommend measures to



promote social distancing.

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

Ayes: Gross, García, Cohen, and Sandoval.

Noes: None.

Absent: Finsten.

B. Approval of the Minutes for Meeting of July 26, 2022.

**Commissioner García** moved to approve the minutes for the meeting of July 26, 2022.

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

Ayes: Gross, García, Cohen, and Sandoval.

Noes: None.

Absent: Finsten.

#### 4. ORAL REPORT OF THE GENERAL MANAGER

**Interim GM Annette Ramirez** discussed the following:

- The week of July 18-24 there were 40 employees that were out due to Covid related positives or exposures. The week of July 25-31 there were 42 employees out due to Covid
- Department staffing update - seven Animal Care Technicians are in training and will be assigned to their shelters to continue their training by the end of September. There are six candidates who have accepted conditional job offers and are currently going through the City's medical and background checks. An additional 66 candidates will be interviewed for the animal care attendant positions. Four Animal Control officers will begin their training by the end of this month and six additional candidates are being processed for their medical and psychological evaluations. A new veterinarian will start on August 15 at North Central and there is still one full-time and two part-time veterinarian positions available. An Animal License Canvasser will start on August 15 and interviews are being scheduled for the additional vacancies which have 33 candidates. There are two vacancies for Animal Care Technician supervisors and the Department is scheduling interviews for the Director of Field Operations, Management Analyst and Management Assistant positions for the Citywide Cat Program. An Administrative Clerk is starting on August 15 and two part-time clerks are waiting for start dates.



- Doorbell update - Harbor, South LA, and West LA do not have working after-hour doorbells. The Department would like to install a Ring doorbell system but needs Wi-Fi service for them to operate. The Department will be requesting Wi-Fi for all six shelters in the upcoming budget request.
- The Department is working on the signage for each shelter that will provide the shelter's hours of operation and instructions to make an appointment. These signs will be in both English and Spanish.
- D-300 are medical deferments for spay/neuter surgery and are issued when an animal has a medical condition and should not undergo surgery for its health. A D-300 is issued by the medical staff and the decision is made by the on-site veterinarian or the registered veterinary technician after consulting with a veterinarian. A D-300 form is provided to the owner that provides the medical condition of the animal and the date they must show proof of veterinary care and or proof of sterility. A deferment may be issued if the animal has health concerns and cannot undergo surgery. In the 21/22 fiscal year, there were 7,217 deferments issued; 20/21 fiscal year, there were 5,647 deferments; and the 20/19 fiscal year, there were 7,649 deferments.
- Climate change in the shelters - In 2018, Councilmember Koretz requested that the Department review and consider the potential impact of climate change to the animal shelter system. The West Valley shelter does have air conditioning in the interior portion of the kennels due to the high level of heat in this area. At that time, it was determined that the other shelters would have misting systems.
- On July 27, staff attended the LA Curation resource fair in Hollywood and provided information and handed out care packages.
- On July 30, the Department had their first ever mobile pet adoption event with the Los Angeles Dodgers. This was our most successful adoption event with 62 dogs being adopted.
- On August 6, the Department had an adoption event for small mammals at Pet Food Express. This event provided a great opportunity to educate visitors about rabbit care and the importance of spay/neuter.
- Future mobile adoption events will be held at Pet Food Express, Bob's with Sketchers, and Bark in the Park.
- This month we will be celebrating "Clear the Shelters" with NBC and Telemundo and will be providing reduced adoption fees from August 26-28.
- Pet Food Pantry was held on July 31, and August 7. On July 31, there were 372 pets served at Chesterfield Square, 544 pets served at East Valley and 327 pets served at North Central for a total of 1,243 pets served. On August 7, there were 363 pets served at Chesterfield Square, 542 pets served at East Valley and 330 pets served at North Central for a total of 1,235 pets served. The next Pet Food Pantry dates are scheduled for August 14 and 24.
- **Commissioner Sandoval** asked for an update on the D-300 statistics for animals leaving the shelter without being spayed or neutered.

## 5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

### **Commissioner Gross:**

- Provided an update on his visit to five shelters including his observations of the shelter conditions and discussions with staff and volunteers. Confirmed and thanked the Department for license renewal mailings being sent out

### **Commissioner Cohen:**

- None.

### **Commissioner Finsten:**

- Absent.

### **Commissioner García:**

- Requested an updated list of volunteers.
- Requested a program for volunteers to train new volunteers.

### **Commissioner Sandoval:**

- Requested an oral report from the Volunteer Liaison to discuss the volunteer program.

## 6. BOARD REPORTS

- A. Acceptance of a \$25,500 Grant from VCA Charities into the General Fund, Animal Welfare Trust Fund, and Animal Sterilization Fund (Action Item)

**Interim GM Annette Ramirez** requested approval for the Acceptance of a \$25,500 Grant from VCA Charities into the General Fund, Animal Welfare Trust Fund, and Animal Sterilization Fund.

**Commissioner García** moved to approve the Acceptance of a \$25,500 Grant from VCA Charities into the General Fund, Animal Welfare Trust Fund, and Animal Sterilization Fund.

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

Ayes: Gross, García, Cohen, and Sandoval.

Noes: None.

Absent: Finsten.

- B. Acceptance of a \$200,000 Grant from California for All Animals into the Animal Welfare Trust Fund for Los Angeles Animal Services Lifesaving Programs (Action Item)

**Interim GM Annette Ramirez** requested approval for the Acceptance of a \$200,000 Grant from California for All Animals into the Animal Welfare Trust Fund

for Los Angeles Animal Services Lifesaving Programs.

**Commissioner García** moved to approve the Acceptance of a \$200,000 Grant from California for All Animals into the Animal Welfare Trust Fund for Los Angeles Animal Services Lifesaving Programs.

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

Ayes: Gross, García, Cohen, and Sandoval.

Noes: None.

Absent: Finsten.

- C. Acceptance of a \$50,000 Grant from Maddie's Fund into the Animal Welfare Trust Fund for Los Angeles Animal Services Lifesaving Programs (Action Item)

**Interim GM Annette Ramirez** requested approval for the Acceptance of a \$50,000 Grant from Maddie's Fund into the Animal Welfare Trust Fund for Los Angeles Animal Services Lifesaving Programs.

**Commissioner Sandoval** moved to approve the Acceptance of a \$50,000 Grant from Maddie's Fund into the Animal Welfare Trust Fund for Los Angeles Animal Services Lifesaving Programs.

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

Ayes: Gross, García, Cohen, and Sandoval.

Noes: None.

Absent: Finsten.

- D. Oral Report on the Shelter Operations at Harbor (Information Item)

**District Supervisor Gerald Hill** provided an oral report on the Shelter Operations at Harbor.

## ADJOURNMENT

Meeting adjourned at 11:26 a.m.

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

LARRY GROSS  
PRESIDENT

OLIVIA E. GARCIA  
VICE PRESIDENT

COMMISSIONERS

JILL COHEN

ALISA FINSTEN

JOSE SANDOVAL

**City of Los Angeles**

CALIFORNIA



**ERIC GARCETTI**  
MAYOR

**DEPARTMENT OF  
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ANNETTE G. RAMIREZ  
INTERIM GENERAL MANAGER

CURTIS R. WATTS  
ASSISTANT GENERAL MANAGER  
Administration

DR. JEREMY PRUPAS  
CHIEF VETERINARIAN

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

**MEETING DATE:** August 23, 2022

**PREPARED BY:** Annette Ramirez

**REPORT DATE:** August 12, 2022

**TITLE:** Interim General Manager

**SUBJECT: APPROVAL OF LETTER OF AGREEMENT WITH WESTERN VETERINARY GROUP  
FOR PARTICIPATION IN THE CITYWIDE CAT PROGRAM TO PROVIDE  
SPAY/NEUTER SERVICES FOR FREE ROAMING CATS**

**BOARD ACTION RECOMMENDED:**

1. **APPROVE** the execution of Letter 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 provider for participation in the Citywide Community Cat Program to provide spay/neuter services for community cats:
  - Western Veterinary Group
2. **AUTHORIZE** the Department's General Manager or her designee to execute the Letters of Agreement and submit them to the City Attorney for review and approval as to form.

**BACKGROUND:**

The City of Los Angeles adopted a Citywide Cat Program (CCP) declaring that trap, neuter, return (TNR) is the preferred method of addressing the free-roaming cat population and the City's official policy. The CCP also authorized the Department to implement a voucher system to subsidize the spaying and neutering of free-roaming cats separately from owned pets. The voucher program is designed to authorize veterinary care providers to accept Department issued vouchers and authorities for expenditure for the sterilization of free-roaming cats trapped by authorized participants in the Citywide Cat Program. Veterinary providers must enter into a letter of agreement to provide spay/neuter services and accept the (CCP) vouchers.

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**AN EQUAL OPPORTUNITY EMPLOYER**

Visit our website at [www.LAAnimalServices.com](http://www.LAAnimalServices.com)

SUBJECT: APPROVAL OF LETTER OF AGREEMENT WITH WESTERN VETERINARY GROUP FOR PARTICIPATION IN THE CITYWIDE CAT PROGRAM TO PROVIDE SPAY/NEUTER SERVICES FOR FREE ROAMING CATS

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**SUMMARY:**

The Department is requesting the Board’s approval of the Letters of Agreement with the following veterinary care provider:

- Western Veterinary Group

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 CCP. 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.

**FISCAL IMPACT:**

There is no fiscal impact to the general fund. The cost of the CCP will be used from the Community Cats Fund, Fund No. 842.

Approved:



\_\_\_\_\_  
Annette G. Ramirez, Interim General Manager

Attachment

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**BOARD ACTION:**

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



## CITY OF LOS ANGELES – DEPARTMENT OF ANIMAL SERVICES



### SPAY & NEUTER VOUCHER PROGRAMS VETERINARIAN PARTICIPATION AGREEMENT

This Letter of Agreement (“Agreement”) is for veterinarians that wish to participate in the Department of Animal Services (“Department”) Spay & Neuter Voucher Programs (“Programs”), which is a series of sterilization programs for owned dogs, cats and rabbits belonging to residents of the City of Los Angeles (“City”) and for free-roaming cats in the City. Under the Programs, authorized veterinary care providers accept Department-issued vouchers and authorities for expenditure for the sterilization of dogs, cats and rabbits owned by City residents and sterilization of free-roaming cats trapped by authorized participants in the Citywide Cat Program.

**Veterinary Care Provider:** \_\_\_\_\_ (“Provider”)

For the purposes of this Agreement, the following words and phrases are defined as follows:

**“Authority for Expenditure”** or **“AFE”** shall mean a document issued by the Department to facilitate payment for specific sterilization services on City owned or redeemed animals.

**“Citywide Cat Program Voucher”** or **“CCP Voucher”** shall mean a \$70 Voucher for the sterilization of a free-roaming cat in a colony or area located in the City of Los Angeles.

**“City Animal”** shall mean a dog, cat or rabbit owned by the City and available for adoption.

**“Discount Coupon”** shall mean a \$30 Cat Discount Coupon or a \$50 Dog/Rabbit Discount Coupon for sterilization services issued by the Department to City residents for the sterilization of an Owned Animal. Discount Coupons may be used to cover full or partial cost of sterilization off the Provider’s regular cost of sterilization.

**“Free Certificate”** shall mean a \$70 Cat Free Certificate or \$125 Dog/Rabbit Free Certificate for sterilization services issued by the Department to low-income City residents for sterilization of an Owned Animal. A Free Certificate covers the full cost of sterilization.

**“Free-Roaming Cat”** shall mean unowned roaming cats, including feral and stray cats.

**“Neuter”** or **“Neutering”** shall mean the castration of animal testicles.

**“Owned Animal”** shall mean a cat, dog or rabbit owned by a member of the public who resides in the City but excludes any free-roaming cat.

**“Spay”** or **“Spaying”** shall mean the surgical removal of animal ovaries and/or uterus, also known as an ovariectomy.

**“Sterilization,” “Sterilize”** and **“Surgery”** shall mean the Spaying or Neutering of an animal. All sterilizations shall include: (a) a physical examination of the animal, (b) all vaccines and anesthesia required during hospitalization or before surgery, (c) all after-care including suture removal, licking problems, infections, and other normal procedures.

**“Voucher”** shall mean a Discount Coupon, Free Certificate, or CCP Voucher issued by the Department to a City resident for the sterilization of an owned animal.

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

#### **1. Program Participation**

- a. Provider agrees to participate in the Programs indicated in Exhibit A, “Spay & Neuter Programs Available to Provider,” by accepting Department-issued Vouchers or AFEs for future reimbursement to perform sterilization surgeries on dogs, cats, and rabbits owned by

City residents, and on free-roaming cats within the City. Provider will be included on a list of participating veterinarians provided by the Department to Voucher and AFE recipients.

b. Spay/Neuter Voucher Programs

- i. Animal owners will transport their owned animal to the Provider along with a Voucher and pick up the animal from Provider after sterilization surgery is completed.
- ii. Vouchers are non-transferable, are not valid beyond the printed expiration date, and must be presented to Provider at the time of sterilization. Discount Coupons and Free Certificates may only be used for owned cats, dogs, and rabbits and are not valid for the sterilization of free-roaming cats. CCP Vouchers may only be used for free-roaming cats. Only one Voucher may be used per animal per sterilization. Vouchers cannot be used for any veterinary service other than sterilization, nor in combination with any other program.
- iii. Provider may charge an animal owner a reasonable co-payment when accepting a Discount Coupon. **Provider shall not charge an animal owner any co-payment or additional fees for sterilization, uterine infections, pregnancy, estrus, retained testicle(s) or animals weighing more than 50 pounds when accepting a Free Certificate or CCP Voucher.** The Department shall not be responsible for any costs in excess of the face value of a Voucher.

c. Authority for Expenditure Program

- i. Department staff will transport the animal, or in cases of deferred sterilization approved by the Department the animal owner will transport the animal, to the Provider along with an Authority for Expenditure, and pick up the animal from Provider after sterilization surgery is completed.
- ii. Provider shall not charge any additional fees or co-payments for the sterilization of City Animals, including physical examination, routine hospitalization vaccines and after-care such as suture removal licking problems, infections, and other normal procedures. Provider may charge animal owners an additional surgical fee for animals that are obese, geriatric, pregnant, or exhibit uterine infections, estrus, retained testicles(s), or hernias. Such additional costs must be reasonable and **Provider shall obtain prior authorization from the animal owner prior to treatment.** The Department shall not be responsible for any costs in excess of the face value of an AFE.
- iii. Provider shall obtain prior authorization from the Department if a City Animal requires additional medical treatment. If the Department does not authorize the additional treatment and Provider is unable to perform the sterilization, Department staff will retrieve the animal. Provider shall absorb all costs of treatment provided without prior approval from Department.
- iv. If the animal is deemed temporarily unsuitable for sterilization, **Provider shall obtain prior authorization from the adoptive owner prior to treatment,** and if the owner elects treatment, the fees will be the responsibility of the owner. The Department shall not reimburse the owner or Provider for veterinary fees not authorized by the Department in writing. The owner may elect to return the animal to the Department. Provider shall notify the Department if the owner fails to pick up the animal.
- v. For adoption events, City Animals will be brought to Provider for sterilization along with an AFE by Department staff and picked up on the same or following day after the sterilization in accordance with the arrangement made between Provider and Department. Provider



will notify the Department if an animal is unfit for surgery and the Department will retrieve the animal from the Provider.

## 2. AFE/Voucher Reimbursement Amounts & Billing

- a. The Department will reimburse Provider the face value of Vouchers and AFEs in the following amounts:

Authority for Expenditure		Male/Female
	Dogs	\$125
	Cats	\$70
	Rabbits	\$125
Discount Coupon – Cats		\$30
Discount Coupon – Dogs & Rabbits		\$50
Free Certificate – Cats		\$70
Free Certificate – Dogs & Rabbits		\$125
Citywide Cat Program Voucher (CCP Voucher)		\$70

- b. Upon completion of sterilization, Provider shall request reimbursement for services rendered by using the Department's **online Vet Portal System** available at <https://lacityvet.com/>. Instructions for the Vet Portal can be located on the website under the "Help" Tab. If Provider cannot utilize the Vet Portal System, Provider should contact the Department for further guidelines on the submission of billings. **When entering the CCP Vouchers into the Vet Portal, Provider must select the sex of the cat in addition to providing the date of surgery.**
- c. The required sections of Vouchers and/or AFEs shall be completed by Provider and originals mailed to the **Department of Animal Services, 221 North Figueroa Street, STE 600, Los Angeles CA 90012, Attn: Accounting Section**. Vouchers or AFEs submitted without surgery date, veterinarian's name and address, or signature will be returned for completion.
- d. Billing must be submitted within 60 days of sterilization or they will not be reimbursed by the Department. Billings received after the 10<sup>th</sup> of each month will be processed the following month. All payments are subject to review and approval of Provider's full documentation and work performance by the Department.
- e. A photocopy of the Vouchers and/or AFEs shall be retained on file by Provider at its facility for a minimum of three (3) years. Signed, completed Vouchers and/or AFEs shall serve as proof of each service performed and billed to Department
- f. Vouchers and/or AFEs have no face value until Provider completes the work, certifies by signature that the work is completed, and requests payment in the manner prescribed by the Department.
- g. Department will make all reasonable efforts to pay Provider each month for services rendered in the previous month as long as original invoices and supporting documentation are received on time as indicated therein.

## 3. Provider Responsibilities

- a. Provider shall ensure that the person named on a Voucher or AFE is the same person requesting sterilization services, verifying identity with a Photo ID, and ensure that the

Voucher or AFE has not been transferred. Provider shall ensure that the person named on a CCP Voucher is affiliated with any organization named on the CCP Voucher.

- b. Provider has a duty to check, within reason, that no more than three Discount Coupons, Free Certificates, or AFEs have been issued to any one individual for more than three owned cats or three owned dogs and will notify the Department of any irregularities. No limitation exists on the number of CCP Vouchers used by an individual or organization.
- c. Provider shall report to the Department within 5 business days all unexpected deaths of City Animals that occur under the care and control of the Provider by submitting a completed Incident Report. A blank Incident Report form is attached as Exhibit B.
- d. Provider may reject or re-schedule an animal's sterilization surgery if Provider determines that the animal is unfit for sterilization or sterilization.
- e. Provider shall report any abuse, fraud or suspected abuse or fraud by animal owners or recipients of CCP Vouchers.
- f. Provider shall follow the mandates of the California Veterinary Medicine Practice Act. Providers care of animals in its custody shall be in conformance with all federal, state, and local humane laws and statutes.
- g. Provider shall maintain all licenses and permits, required to provide the services herein, including 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); and City of Los Angeles Business Tax Registration Certificate. Provider shall provide all materials, equipment, and personnel and shall bear all costs for any necessary permits, insurance, and taxes required to perform sterilization services.
- h. 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 the Department upon request.

#### **4. Agreement Term & Termination**

Unless terminated sooner, this Agreement shall commence upon signing by Provider, and shall terminate **one (1)** year thereafter, and may be renewed for up to two (2) additional one-year terms by City. If the terms herein are updated, a new Agreement will be sent to the Provider for execution at the time of renewal and must be executed by the Provider if the Provider wishes to remain in the Programs.

The Department or Provider may terminate this Agreement at any time by providing fifteen (15) days prior written notice. If Provider fails to abide by any of the terms or conditions of the Agreement, the Department may give Provider a written notice to cure. If not cured within 30 days after notice (forthwith for a default involving sanitary or safety conditions) or reasonable progress to cure is not made, the Department may terminate the Agreement and suspend sending animals to Provider.

**5. Indemnity, Release of Liability, and Assumption of Risk**

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 Programs.

Except for the active negligence or willful misconduct of the City, the Department, or any of their officers, agents, employees, assigns and successors in interest, Provider shall defend, indemnify and hold harmless the City, the Department 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 the Department 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.

**6. Maximum Annual Amount Paid to Provider**

The amount to be paid to the Provider by the Department under this Agreement shall not exceed either \$25,000 in Vouchers or \$25,000 in AFEs annually.

I declare under penalty of perjury that I am authorized to enter into this Agreement on behalf of the 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 Provider. This agreement supersedes all prior agreements.

\_\_\_\_\_  
Name of Veterinarian Hospital/Clinic (Print)

\_\_\_\_\_  
Veterinarian/Owner or Authorized Representative (Print)

\_\_\_\_\_  
Veterinarian/Owner or Authorized Representative (Signature)                      Date

Location (Address) \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

City Business Tax License No. \_\_\_\_\_ IRS Taxpayer ID No. \_\_\_\_\_

## EXHIBIT A

### SPAY & NEUTER PROGRAMS AVAILABLE TO PROVIDER

The following Programs are available for Provider participation. Please place an "X" next to the Program(s) in which Provider will be participating.

- \_\_\_\_\_ **The Pre-Release Spay/Neuter Program** is for dogs and cats adopted from the Department. The animals are transported by the Department staff to the Provider for surgery along with AFE (valued at \$125 for dogs and \$70 for cats) and are picked up from the Provider by the owner at the designated time set forth by the Provider. Surgery arrangements are made between Provider and Department based upon number of animals available for sterilization and hours of drop-off to the Provider's facility.
- \_\_\_\_\_ **The Post-Release Spay/Neuter Program** is for dogs and cats adopted from the Department that cannot be sterilized at the time of adoption due to medical reasons. The animals are brought to the Provider by the owner for sterilization when medically safe. The AFE (valued at \$125 for dogs and rabbits and \$70 for cats) is surrendered by the owner to the Provider at the time of sterilization.
- \_\_\_\_\_ **The Pre-Adoption Spay/Neuter Program** is for dogs, cats and rabbits that are being sterilized for special adoption events. The animals are brought to the Provider by Department staff along with the AFE (valued at \$125 for dogs/rabbits and \$70 for cats) and picked up on the same or following day after sterilization in accordance with the arrangement made between Provider and Department. Sterilization arrangements are made between Provider and Department based upon the number of animals available for sterilization and hours of drop-off to the Provider's facility.
- \_\_\_\_\_ **The Rabbit Spay/Neuter Program** is for rabbits that are adopted from the Department. Rabbits are brought to the Provider by Department staff along with the AFE (valued at \$125) and picked up by the owner at the designated time set forth by the Provider. Surgery arrangements are made between Provider and Department based upon number of animals available for sterilization and hours of drop-off to the Provider's facility.
- \_\_\_\_\_ **The Discount Coupon Spay/Neuter Program** is for owned dogs, cats, and rabbits. Discount Coupons (valued at \$30 for cats and \$50 for dogs/rabbits) may be used to cover full or partial cost of sterilization off the Provider's regular cost of sterilization. **The Discount Coupon is for pet owners only – free roaming cats, free roaming dogs and Rescue Group animals do not qualify for this Program.**
- \_\_\_\_\_ **The Free Certificate Spay/Neuter Program** is for owned dogs, cats, and rabbits. The Free Certificate (valued at \$70 for cats and \$125 for dogs/rabbits) covers the full cost of sterilization. No co-payment or additional fees for sterilization, uterine infections, pregnancy, estrus, retained testicle(s) or weighing more than 50 pounds shall be charged. **The Free Certificate is for pet owners only – free roaming cats, free roaming dogs and Rescue Group animals do not qualify for this Program.**
- \_\_\_\_\_ **The Citywide Cat Program Spay/Neuter Program** is for free-roaming cats that have been trapped within the City of Los Angeles. The Citywide Cat Program Voucher (valued at \$70) covers the full cost of sterilization. No co-payment or additional fees for sterilization, uterine infections, pregnancy, estrus, and retained testicle(s) shall be charged. **Owned cats do not qualify for this Program.**



**CITY OF LOS ANGELES – DEPARTMENT OF ANIMAL  
SERVICES**



**SPAY & NEUTER VOUCHER PROGRAMS  
VETERINARIAN PARTICIPATION AGREEMENT**

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

By \_\_\_\_\_  
Annette G. Ramirez, Interim General Manager

Date: \_\_\_\_\_

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

By \_\_\_\_\_  
Steve R. Houchin, Deputy City Attorney

Date: \_\_\_\_\_

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

LARRY GROSS  
PRESIDENT

OLIVIA E. GARCIA  
VICE PRESIDENT

COMMISSIONERS

JILL COHEN

ALISA FINSTEN

JOSE SANDOVAL

**City of Los Angeles**  
CALIFORNIA



**ERIC GARCETTI**  
MAYOR

**DEPARTMENT OF  
ANIMAL SERVICES**  
221 N. Figueroa Street  
6<sup>TH</sup> Floor, Suite #600  
Los Angeles, CA 90012

(888) 452-7381  
FAX (213) 482-9511

ANNETTE G. RAMIREZ  
INTERIM GENERAL MANAGER

CURTIS R. WATTS  
ASSISTANT GENERAL MANAGER  
Administration

DR. JEREMY PRUPAS  
CHIEF VETERINARIAN

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

**MEETING DATE:** August 23, 2022

**PREPARED BY:** Annette Ramirez

**REPORT DATE:** August 12, 2022

**TITLE:** Interim General Manager

**SUBJECT: REQUEST TO LOS ANGELES CITY COUNCIL FOR CONTINUED PROTECTION  
AGAINST EVICTIONS FOR PETS FOR THOSE ADOPTING PETS DURING THE  
COVID STATE OF EMERGENCY**

**BOARD ACTION RECOMMENDED:**

1. **APPROVE** a request from the Board of Animal Services Commissioners to the Los Angeles City Council to take the appropriate action to ensure that all tenants who adopted animals during the LA City's COVID 19 State of Emergency and have been protected by the City's COVID eviction protections approved by the City Council and signed into law by the Mayor continue to be protected from eviction based on having pets after the State of Emergency expires or the COVID eviction protection are amended.
2. **AUTHORIZE** staff to transmit this recommendation to the Mayor and City Council for consideration.

**BACKGROUND:**

The following report was requested by Board President Larry Gross.

In May 2020 the City of Los Angeles adopted Ordinance No. 186606 which set forth regulations regarding residential and commercial evictions during the COVID-19 "Safer at Home" Declaration of Emergency period ("Local Emergency Period"). The ordinance established Section 49.99.2 (Prohibition on Residential Evictions) which included clause C, which reads as follows: "No Owner shall endeavor to evict or evict a residential tenant based on the presence of unauthorized occupants or pets, or for nuisance related to COVID-19 during the Local Emergency Period."

As the COVID pandemic slowly winds down, it is increasingly likely that the City, for a variety of serious reasons, will soon alter or repeal some elements of the eviction regulations adopted in 2020. This

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SUBJECT: REQUEST TO LOS ANGELES CITY COUNCIL FOR CONTINUED PROTECTION AGAINST EVICTIONS FOR PETS FOR THOSE ADOPTING PETS DURING THE COVID STATE OF EMERGENCY

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likelihood suggests that companion animals who have been living in rental units where they previously weren't permitted could be placed in jeopardy of being displaced. This in turn could lead to a rash of relinquishments to the City's crowded animal shelters.

In order to mitigate that possibility, the City Council should incorporate into any new ordinance altering LAMC 49.99.2.C a provision requiring landlords and building managers to allow any companion animal residing in a unit pursuant to that section to continue residing there for the duration of the animal's natural life, or the tenant either relocates or voluntarily relocates the animal, and to refrain from evicting any tenant whose animal is in residence based on Section 49.99.2.C.

**FISCAL IMPACT:**

There is no fiscal impact to the general fund.

Approved:



\_\_\_\_\_  
Annette G. Ramirez, Interim General Manager

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**BOARD ACTION:**

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