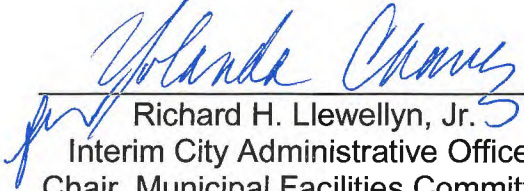


TRANSMITTAL

TO Council	DATE 01-04-18	COUNCIL FILE NO.
FROM Municipal Facilities Committee		COUNCIL DISTRICT 10

At its Special meeting held on December 21, 2017, the Municipal Facilities Committee (MFC) adopted the recommendations of the attached CAO report, which is hereby transmitted for Council consideration. Adoption of the report recommendations would authorize the Department of General Services to negotiate and execute a license or lease agreement between the City and the Best Friends Animal Society (Best Friends) to serve on a sole source basis as the lead operator to provide services and programming with co-located partners at the Jefferson Park Animal Shelter, located at 3612 11th Avenue. Approval of the recommendations in this report will have no additional impact on the General Fund. The utility costs for the Jefferson Park Animal Shelter will continue to be paid through the City's Water and Electricity Fund budget, with other operational costs to be funded by the non-profit operator and its co-located partners.


Richard H. Llewellyn, Jr.
Interim City Administrative Officer
Chair, Municipal Facilities Committee

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: December 21, 2017

To: The Municipal Facilities Committee

From: CAO Staff

Subject: **REACTIVATION OF THE JEFFERSON PARK ANIMAL SHELTER:
AUTHORITY TO NEGOTIATE AND EXECUTE A LICENSE/LEASE/SERVICE
AGREEMENT FOR A NON-PROFIT OPERATOR ON A SOLE SOURCE BASIS**

SUMMARY

This report provides recommendations to award a license/lease/service agreement between the City and the Best Friends Animal Society (Best Friends), a non-profit organization, to serve on a sole source basis as the lead operator to provide services and programming with co-located partners at the Jefferson Park Animal Shelter facility, located at 3612 11th Avenue, as specified herein and as further detailed in the accompanying report attachment.

RECOMMENDATIONS

That the Municipal Facilities Committee approves and authorizes staff to transmit the following recommendations to Council for final consideration:

- A. In accordance with Charter Section 371(e), find that the proposed selection of the Best Friends Animal Society (Best Friends) to serve as the lead operator for the Jefferson Park Animal Shelter that the City has indicated an interest in reactivating as an over-flow shelter with special community-focused services, may be awarded on a sole source basis as no response were received for a Request for Proposals that was issued for this facility on February 2, 2017, and twice extended, and in consideration of the special qualifications that Best Friends has demonstrated as the non-profit operator of the City's Northeast Valley Animal Shelter under City contract C-128954; and,
- B. Authorize the Department of General Services to negotiate and execute a license or lease agreement with Best Friends and/or the Department of Animal Services to execute a service agreement, with terms consistent with the scope of services described in the report attachment, with all other terms substantially consistent with the existing contract C-128954 for the Northeast Valley facility that was approved by Council on January 11, 2017 (C.F.11-1345-S1).

FISCAL IMPACT

There is no additional impact on the General Fund anticipated. The utility costs for the Jefferson Park Animal Shelter will continue to be paid through the City's Water and Electricity Fund budget, with other operational costs to be funded by the non-profit operator and its co-located partners.

DISCUSSION:

On September 30, 2016, Council District 10 introduced a Motion (CF 15-1041-S4) instructing the City Administrative Officer, with assistance from the Los Angeles Animal Services Department (ASD) and the Office of City Attorney to develop a Request for Proposals to identify one or more non-profits to assist with the reopening and operation of the former Jefferson Park (JP) Animal Shelter, located at 3612 11th Avenue.

The JP facility was decommissioned in 2012 following the opening of the new South Los Angeles (South LA) Animal Shelter located in Chesterfield Square at 1850 W. 60th Street. According to an audit conducted by the City Controller in 2015, the South LA region has one of the highest impound rates throughout the City. As such, the Department and the Council Office has indicated a need for additional services in the South LA region.

A Request for Proposals (RFP) was issued on February 2, 2017, to solicit a facility operator, with an original response deadline of April 4, 2017, that was twice extended to May 9, 2017 and May 23, 2017. Although three agencies attended the mandatory, on-site bidders conference, no formal bids were ever received and the filing period expired. Since this time, the working group continued its efforts to identify a suitable non-profit operator.

On November 2, 2017, the Best Friends Animal Society (Best Friends), submitted a letter of intent to serve as the lead agency and utilize a portion of the JP facility in conjunction with other co-located partners to provide core and enhancement services that are summarized below and described in greater detail in the report attachment:

- Low cost veterinary services including spay/neuter surgeries;
- Kitten nursery program; Working cat program;
- Overflow shelter for dogs with training for special-needs populations (under negotiation);
- Community enrichment programs including educational credits and on-the job training for various shelter and animal care functions; and,
- Limited issuance of City licensing (under negotiation).

In order to award the contract on a sole source basis, a Council finding is needed that in accordance with the exceptions to competitive bidding defined in Charter Section 371(e)(2), it is not "practicable" to award the contract through a competitive process given the lack of responses to the aforementioned RFP.

The recommended selection of Best Friends as the lead operator of the JP facility would enable the City to reactivate the shelter within one of the highest needs service areas, while deferring a significant portion of the costs that would be required if the facility were operated by City staff for an approximate cost of \$1 million annually. Following the same model in place for the Northeast Valley facility, the City would continue to fund utility costs through the Water and Electricity Fund budget. All other operational costs would be funded by various revenue sources provided by Best Friends and its co-located partners.

RHL:BCH:05180074

Attachment

I. Proposed Facility Hours (under negotiation)

- Tuesday-Sunday: 6:30am - 5:00 pm
- Thursday: 6:30am – 8:00 pm (bi-weekly to expand to weekly basis)

II. Proposed Core Services

- Initial use of the facility would be focused around provision of clinic services and cat/kitten-based programming that has a direct impact on achieving the No Kill L.A. (NKLA) objectives in 2018.
 - 1. Wellness Clinic: Full service wellness and spay neuter clinic run by NKLA coalition member to provide 6,500 spay/neuter surgeries to the South LA community, provide low cost vaccine services to well over 7,500 pets per year and provide low cost wellness for over 2,000 pets per year at this clinic. The Spay Neuter Project of LA (SNP LA) would serve as the clinic operator.
 - 2. Kitten Nursery Program: Implement a kitten nursery run by NKLA coalition members. SNP LA is currently a nursery operator and this would allow them to centralize their kitten nursery and give them the ability to increase their kitten lifesaving capacity by 600 kittens in 2018 (a 50% increase). This will have a direct and immediate impact on addressing the 1,500 deaths that need to be prevented in order to reach NKLA in 2018.
 - 3. Working Cat Program: Designate cat areas be utilized by NKLA coalition member to expand their current working cat program to on address the 1,500 deaths that need to be prevented in order to reach NKLA in 2018.
- Additional dog-focused programming would be implemented within the first three to six months of the service term, with specific milestones and service metrics to be defined in the lease/license/service agreement for the following:
 - Overflow shelter for dogs and foster services (under negotiation); and,
 - Training services geared towards community and special dog populations (e.g. large dog breeds; pets of homeless individuals).

III. Volunteer Program

Best Friends has proposed two volunteer-based program to enhance and support core services in the following areas:

- 1 Foster Program – Placement of kittens into foster homes for specialized care until old enough for spay/neuter and adoptions. Reduces the number of kittens in the nursery along with associated overhead costs and reduces spread of illnesses. Goal to establish approximately 200 foster homes by March 2018, with a 10% increase goal over the first year of operation.
- 2 Clinic Volunteers/Workforce Training – Development of career experience for individuals interested in joining the veterinary field and to provide community enrichment as well as school credit for enrolled students. Utilize volunteers to perform the day-to-day duties of the clinic. Immediate implementation (anticipated use: 1-2 volunteers on site daily).

IV. Proposed Service Metrics:

- 5,200 low cost spay and neuter surgeries;
- 1,600 low cost wellness services;
- 6,000 low cost vaccine provided;
- 800 underage kittens pulled from Los Angeles Animal Services Department (ASD);
- 40 adult cats pulled from ASD;
- 40 large dogs pulled from ASD; and
- 60 free dog training classes to the community.

V. Contributed Revenue

- Best Friends projects an annual operating budget of approximately \$850,000 towards to support facility operational and maintenance costs using a combination of its own agency funds, along with grants from various sources, as listed below:
 - Found Animals Foundation
 - Consumer Portfolio Services
 - Petsmart Foundation
 - Pedro Pet Pals
 - Glide Foundation
 - American Society for Prevention of Cruelty to Animals (ASPCA)
 - Banfield Foundation
 - Private donor funds
- Utility costs would continue to be funded through the City's Water and Electricity Fund budget in the same manner that the City funds these costs for the Northeast Valley facility that is operated by the same non-profit agency.

VI. Staffing Plan

- The proposed staffing plan includes 15 full-time positions and 20 part-time positions working 4-6 hours each day, as detailed below:

Position Title	General Duties	Staff Count	Est. time on site
Spay/Neuter Clinic Manager	Oversees clinic staff, manager duties Assists veterinarian	1	9 hours/5 days
S/N and Wellness Vet Technicians	Assists veterinarian	10	8 hours/ 5 days
Receptionist	Reception	2	8 hours/ 5 days
Kitten Nursery Manager	Oversees Kitten Nursery	1	9 hours/ 5 days
Kitten Nursery staff	Veterinary tech duties	18	6 hours/ 4 days
Adoption Coordinator	Pulls kittens/ adoptions	1	4 hours/ 5 days
Foster Coordinator	Foster Relations	1	4 hours/ 5 days
Veterinarian	Doctor on duty	1	8 hours/ 5 days