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**KAREN BASS
MAYOR**

**DEPARTMENT OF
ANIMAL SERVICES**

221 N. Figueroa Street
6TH 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

October 16, 2025

The Honorable Karen Bass
Mayor, City of Los Angeles
200 N. Spring Street, Room 303
Los Angeles, CA 90012

The Honorable City Council
c/o City Clerk
Room 395, City Hall
200 N. Spring Street
Los Angeles, CA 90012

Dear Honorable Members:

**RE: EXECUTIVE DIRECTIVE NO. 3 REVIEW TO AUTHORIZE THE ACCEPTANCE OF
A \$45,000 GRANT FROM THE UNIVERSITY OF CALIFORNIA DAVIS KORET
SHELTER MEDICINE PROGRAM TO INSTALL CAT PORTALS AT ALL SIX
ANIMAL CARE CENTERS, AND APPROVAL OF GRANT AGREEMENT**

In accordance with the Mayor's Executive Directive No. 3, attached for your review is a \$45,000 grant agreement with the University of California Davis Koret Shelter Medicine Program (UC Davis) to install cat portals at all six animal care centers (Centers), and approval of grant agreement.

The Department of Animal Services (Department) houses thousands of cats annually across its six Centers: East Valley, Harbor, North Central, South LA, West LA, and West Valley. All cats in the Department's care are held in single-compartment cages that do not meet current industry standards for animal welfare. UC Davis has long advocated for double-compartment housing with portals, which reduce stress and illness in cats, increase adoption rates, and enhance overall shelter outcomes.

In recognition of the Department's commitment to improving feline housing conditions, UC Davis awarded the Department a one-time grant of \$45,000 to fund the materials, installation, and labor required to retrofit existing cat cages with portals. This is part of a larger statewide

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SUBJECT: EXECUTIVE DIRECTIVE NO. 3 REVIEW TO AUTHORIZE THE ACCEPTANCE OF A \$45,000 GRANT FROM THE UNIVERSITY OF CALIFORNIA DAVIS KORET SHELTER MEDICINE PROGRAM TO INSTALL CAT PORTALS AT ALL SIX ANIMAL CARE CENTERS, AND APPROVAL OF GRANT AGREEMENT

initiative to improve cat welfare and reduce feline upper respiratory infection (URI) rates in municipal shelters.

The installation of cat portals will occur at all six Centers in areas where cats are regularly housed, including Adoption, Cat Receiving, and Animal Control Officer Holding Area. Supervisors at each Center have been asked to identify the number of cages suitable for retrofitting, and the Department will coordinate with the Department of General Services to ensure proper installation. This project will significantly improve the daily experience of cats in our Centers and support staff and volunteers by creating a cleaner, safer, and more efficient housing system. Benefits include Reduced stress and illness in shelter cats, improved adoption visibility and behavior, and better sanitation and cage cleaning practices.

The Department requests approval to:

- Accept a grant agreement with UC Davis to receive \$45,000 to purchase and install cat portals at the Department's six Animal Care Centers;
- Deposit the grant funds into the Animal Welfare Trust Fund – Fund No. 859, Account No. 06000A – Available, and,
- Disburse the grant funds in accordance with the provision of the attached grant agreement.

There will be no financial impact to the General Fund. The \$45,000 grant from UC Davis will fully fund the purchase and installation of cat portals across all six Centers.

Should you have questions or need additional information regarding this request, please contact Sharon Lee, Senior Management Analyst II, at (213) 482-9554.

Respectfully submitted,



Annette G. Ramirez
Interim General Manager

c: Jacqueline Reyes, Office of the City Administrative Officer

Attachment: Grant Agreement

AGR:SCL:JBG

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ASSISTANT GENERAL MANAGER
Administration

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: September 25, 2025

PREPARED BY: Jennifer Curiel

REPORT DATE: September 16, 2025

TITLE: District Supervisor

**SUBJECT: ACCEPTANCE OF A \$45,000 GRANT FROM THE UNIVERSITY OF CALIFORNIA
DAVIS KORET SHELTER MEDICINE PROGRAM TO INSTALL CAT PORTALS AT
ALL SIX ANIMAL CARE CENTERS**

BOARD ACTION RECOMMENDED:

1. **APPROVE** a grant agreement with the University of California Davis Koret Shelter Medicine Program (UC Davis) to receive \$45,000 to purchase and install cat portals at the Department of Animal Service's (Department) six Animal Care Centers, in substantially the form attached as Attachment 1;
2. **REQUEST** the City Council to approve the Department's acceptance of the \$45,000 from UC Davis;
3. **DIRECT** staff to transmit the Board's recommendation to the City Council;
4. **APPROVE** the deposit of these funds into the Animal Welfare Trust Fund – Fund No. 859, Account 06000A – Available; and
5. **APPROVE** the disbursement of these funds restricted for the purpose of the grant.

BACKGROUND:

The Department of Animal Services (Department) houses thousands of cats annually across its six shelters: East Valley, Harbor, North Central, South LA, West LA, and West Valley. All cats in the Department's care are held in single-compartment cages that do not meet current industry standards for animal welfare. The University of California Davis Koret Shelter Medicine Program (UC Davis) has

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Report to the Board of Animal Services Commissioners
SUBJECT: ACCEPTANCE OF A \$45,000 GRANT FROM THE UNIVERSITY OF CALIFORNIA DAVIS KORET SHELTER MEDICINE PROGRAM TO INSTALL CAT PORTALS AT ALL SIX ANIMAL CARE CENTERS

long advocated for double-compartment housing with portals, which reduce stress and illness in cats, increase adoption rates, and enhance overall shelter outcomes.

In recognition of the Department’s commitment to improving feline housing conditions, UC Davis awarded the Department a one-time grant of \$45,000 to fund the materials, installation, and labor required to retrofit existing cat cages with portals. This is part of a larger statewide initiative to improve cat welfare and reduce feline upper respiratory infection (URI) rates in municipal shelters.

SUMMARY:

The installation of cat portals will occur at all six animal care centers in areas where cats are regularly housed, including Adoption, Cat Receiving, and Animal Control Officer Holding Area. Supervisors at each shelter have been asked to identify the number of cages suitable for retrofitting, and the Department will coordinate with the Department of General Services to ensure proper installation. This project will significantly improve the daily experience of cats in our shelters and support staff and volunteers by creating a cleaner, safer, and more efficient housing system. Benefits include Reduced stress and illness in shelter cats, improved adoption visibility and behavior, and better sanitation and cage cleaning practices.

Staff recommends that the Board approve a grant agreement with UC Davis, in substantially the form attached to this Report as Attachment 1, allowing the Department to receive the \$45,000 of funding for the purposes described in this Report. Staff also recommends that the Board request the City Council to accept the grant.

FISCAL IMPACT:

There is no fiscal impact to the General Fund. The \$45,000 grant from UC Davis will fully fund the purchase and installation of cat portals across all six animal care centers.

Approved:



Annette G. Ramirez, Interim General Manager

Attachment

BOARD ACTION:

<input checked="" type="checkbox"/>	Passed	Disapproved	<input type="checkbox"/>
<input type="checkbox"/>	Passed with noted modifications	Continued	<input type="checkbox"/>
<input type="checkbox"/>	Tabled	New Date	<input type="checkbox"/>

SHELTER SERVICES AGREEMENT
(City of Los Angeles Department of Animal Services)

THIS SHELTER SERVICES AGREEMENT (“**Agreement**”) is made and entered into as of the date last signed below by and between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA (“**University**”) on behalf of its Davis Campus School of Veterinary Medicine on behalf of its Koret Shelter Medicine Program (“**Facility**”) and CITY OF LOS ANGELES, ACTING BY AND THROUGH ITS DEPARTMENT OF ANIMAL SERVICES (“**Shelter**”) in connection with the California for All Animals statewide animal shelter assistance program (“**Program**”).

The parties agree as follows:

1. **Shelter Services.** Shelter shall adhere to the scope of work described in “**Exhibit A**”, attached hereto and by this reference made a part hereof (collectively the “**Services**”). University shall reimburse Shelter for costs (“**Expenses**”) pursuant to Section 2 below and as outlined in Exhibit A. “**Deliverables**” shall consist of report(s) and photographs, as applicable, as more fully described in Exhibit A. Additional work shall be performed only if authorized in advance by written amendment to this Agreement executed by both parties. To the extent that any provision of Exhibit A is inconsistent with this Agreement, this Agreement shall take precedence.
2. **Payment by University.** In consideration of Shelter’s Expenses as described in Exhibit A, Facility shall pay Shelter an amount not to exceed \$45,000 upon final signature of this Agreement. Payment questions should be addressed to Nancy Bei at telephone number (530) 754-9183 or at e-mail address nmbei@ucdavis.edu.
3. **Term.** Services shall be rendered from July 7, 2025 through July 6, 2026.
4. **Endorsement Disclaimer.** Nothing in this agreement shall be interpreted to indicate, imply, or otherwise suggest (i) that University supports, endorses, favors, or advances, any product or service offered, connected, or affiliated with Shelter; or (ii) that University endorses, favors, supports, or opposes, any proposal, measure, program of action, campaign, or public appeal that is advocated, promoted, advanced, or opposed by any other person or entity with respect to the subject matter presented by Shelter.
5. **Amendment.** This Agreement may be amended at any time by amendment in writing and signed by the parties, and no other change in any term or condition shall be valid or binding unless made by amendment.
6. **Mutual Indemnification.** The parties agree to defend, indemnify and hold one another harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising from the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages

are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents, students, or employees.

7. **Insurance.** The parties at their own respective costs shall carry sufficient insurance, or programs of self-insurance (general liability, workers' compensation, and auto liability), adequate to cover any claims arising from their respective activities under this Agreement.
8. **Force Majeure.** Neither party shall be liable for damages suffered by the other party because of University's or Shelter's failure to perform if failure is due to any cause beyond that party's control.
9. **Relationship of the Parties.** The parties to this Agreement shall be and remain at all times independent contractors, neither being the employee, agent, or representative of the other in their relationship under this Agreement.
10. **Use of University's Name.** Shelter shall not use the name or mark of University in any form or manner in advertisements, reports, or other information released to the public without the prior written approval of University.
11. **Contract Compliance.** As applicable, if this Agreement is funded wholly or in part with by a grant or contract from an agency of any state or federal government, Shelter shall comply with all terms and conditions applicable to recipients of such funds and their contractors.
12. **Notice.** Any notice, request, or inquiry regarding the provisions of this Agreement, its termination, or similar matters shall be directed to the appropriate party at the following address:

UNIVERSITY (regarding contracts)
Steven Kobayashi
Business & Revenue Contracts
University of California, Davis

One Shields Ave.
Davis, CA 95616
E-mail: stkobayashi@ucdavis.edu

SHELTER (regarding contracts)
Annette Ramirez
Interim General Manager
City of Los Angeles Department of Animal
Services
221 N. Figueroa Street
Los Angeles, CA 90012
E-mail: annette.ramirez@lacity.org

UNIVERSITY (regarding project)
Karol Tapias
School of Veterinary Medicine
University of California, Davis
One Shields Ave.
Davis, CA 95616
E-mail: ketapias@ucdavis.edu

13. **University's Right to Use Data.** University shall have the unrestricted right to use for its own purposes, including publication, any data or information which may be developed, provided by or arising in connection with the performance of this Agreement.

14. **Governing Law.** This Agreement shall be construed pursuant to California law.
15. **Federal Exclusion Warranty.** Shelter warrants that it is not excluded from participation in any governmental sponsored program, including, without limitation, the Medicare, Medicaid, or Champus programs (<http://exclusions.oig.hhs.gov/search.html>) and the Federal Procurement and Nonprocurement Programs (<https://www.sam.gov/index.html/##11#1>). This agreement shall be subject to immediate termination in the event that Shelter is excluded from participation in any federal healthcare or procurement program.
16. **Audit Requirements.** The Agreement, and any pertinent records involving activities related to the services provided pursuant to the terms and conditions of this Agreement, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after the date of final payment hereunder. Shelter hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by University and any duly authorized local, state and/or federal agencies. Any and all examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this Agreement, including, without limitation, the costs associated with the administration of this Agreement.
17. **Termination.** University may terminate this Agreement at any time by giving Shelter thirty (30) calendar days' written notice of such action. If this Agreement is terminated, Shelter shall retain any funds expended or committed for the purposes of this Agreement and will return any unexpended funds.
18. **Entire Agreement.** This Agreement constitutes the entire understanding of the parties respecting the subject matter hereof and supersedes any prior understanding or agreement between them, written or oral, regarding the same subject matter.

[Signatures on next page]

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AGREED:

CITY OF LOS ANGELES,
DEPARTMENT OF ANIMAL SERVICES

By: Annette G. Ramirez
(authorized signature)

Print name: Annette G. Ramirez

Title: Interim General Manager

Date: September 19, 2025

THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA

By: Steven Kobayashi
(authorized signature)
Digitally signed by Steven Kobayashi
Date: 2025.09.08 14:58:16 -07'00'

Print name: Steven Kobayashi

Title: Associate Director

Date: September 8, 2025

CITY OF LOS ANGELES
Approved As to Form and Legality

By: _____

Date: _____

Exhibit A

Scope of Work

1. Purpose of the work: *City of Los Angeles Department of Animal Services will retrofit existing housing at their shelter to improve the health and well-being of the animals in their care.*
2. Roles and responsibilities of each party: *City of Los Angeles Department of Animal Services will provide historical data from 2020 to 2024, and annual data through 2026 to UC Davis Koret Shelter Medicine Program in support of the California for All Animals (CA4AA) program. KSMP will support the shelter to comply with data requirements. No University Equipment will be used.*
3. Dates and times will the work be completed: *Work will be completed during the contract period of July 7, 2025 through July 6, 2026*
4. Location where work will be performed: *Work may take place at any of the Department's Shelters:*
 - *East Valley Center – 14409 Vanowen St., Van Nuys, CA 91405*
 - *Harbor Center – 957 N. Gaffey Street, San Pedro, CA 90731*
 - *North Central Center – 3201 Lacy Street, Los Angeles, CA 90031*
 - *Chesterfield Square Center – 1850 W. 60th St. Los Angeles, CA 90047*
 - *West Los Angeles Center – 11361 West Pico Blvd., Los Angeles, CA 90064*
 - *West Valley Center – 20655 Plummer Street, Chatsworth, CA 91311*
5. Required deliverables: *In lieu of a written report, please send us a few photos of the newly portalized cages and the happy residents upon completion.*
6. Project milestones: *Installation to be completed by July 6, 2026.*
7. Total cost of the services: *Total of services not to exceed \$45,000. No construction costs will be funded through this grant.*

Items

Portals *\$45,000*

Total expenses: \$45,000

8. Payment schedule: *Payment will be upon execution of the agreement.*
9. Anticipated additional work: *Additional work is not anticipated at this time.*