



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES

**REGULAR MEETING AGENDA**  
**Tuesday, April 28 2015**  
**7:00 PM**

EAST VALLEY ANIMAL SHELTER  
14409 VANOWEN STREET  
VAN NUYS, CALIFORNIA 91405

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DAVID ZAFT  
President

ALANA YAÑEZ  
Vice-President

JENNIFER BRENT  
LARRY GROSS  
ROGER WOLFSON

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For information please call (213) 482-9597.

Si requiere servicios de traducción, favor de notificar a la oficina con 24 horas de anticipo.

**FACILITY TOUR OF EAST VALLEY SHELTER**

Commission Tour of East Valley Animal Shelter (starts at 6:15 p.m.). Public is welcome. The Commission meeting will begin promptly at 7:00 p.m.

**REGULAR COMMISSION MEETING**

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

**Public Comments:** The Brown Act prohibits the Board and staff from responding to the speakers' comments. Some of the matters raised in public comment may appear on a future agenda.

## **2. COMMISSION BUSINESS**

- A.** Approval of the Minutes for the Meeting of April 14, 2015 (Action Item; public comment limited to one minute per speaker).

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

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

## **5. DISCUSSION ITEMS**

- A.** Proposal for Placing Pet Supply Kiosks in Shelters (Public comment limited to one minute per speaker)

## **6. BOARD REPORTS**

- A.** Animal Welfare Trust and Animal Sterilization Fund Balances (Public comment limited to one minute per speaker)
- B.** Approve Release of Bid Letter to List of Qualified Wild and Exotic Animal Veterinarians (Action Item; public comment limited to two minutes per speaker)

## **7. ADJOURNMENT**

Next Commission Meeting is scheduled for 10:00 A.M., May 12, 2015, at City Hall, Room 1060, 200 N. Spring Street, Los Angeles, California 90012.

**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 10:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. Evening Meetings are held in various locations throughout the City, from 7:00 to approximately 9:30 P.M. The agendas for Board meetings contain a brief general description of those items to be considered at the meetings. Board Agendas are available at the Department of Animal Services (Department), Administrative Division, 200 North Spring Street, 19<sup>th</sup> Floor, 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 World Wide Web Home Page site at <http://www.laanimalservices.com/CommissionAgendas.htm>

Three (3) members of the Board constitute a quorum for the transaction of business. Some items on the Agenda may be approved without any discussion.

The Board Secretary will announce the items to be considered by the Board. The Board will hear the presentation on 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

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on one or more of these items. Each speaker called before the Commission will have one (1) minute to express their comments and concerns on matters placed on the agenda. (For certain agenda items, speakers will have two (2) minutes.)

**PUBLIC INPUT AT BOARD MEETINGS – Public Participation on Agenda Items.** Members of the public will have an opportunity to address the Board on agenda items after the item is called and before the Board takes action on the item, unless the opportunity for public participation on the item was previously provided to all interested members of the public at a public meeting of a Committee of the Board and the item has not substantially changed since the Committee heard the item. When speaking to an agenda item other than during Public Comment (see Public Comment below), the speaker shall limit his or her comments to the specific item under consideration (California Government Code, Section 54954.3).

**Public Comment.** The Board will provide an opportunity for public comment at every regular meeting of the Board. Members of the public may address the Board on any items within the subject matter jurisdiction of the Board as part of Public Comment.

**Speaker Cards.** Members of the public wishing to speak are to fill out one speaker card for each agenda item on which they wish to speak and present it to the Board secretary **before** the item is called.

**Time Limit for Speakers.** Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item except during general public comment period which is limited to two (2) minutes per speaker. (For certain agenda items, speakers will have two (2) minutes each.). The Chairperson, with the approval of a majority of the Board, may for good cause extend any speaker's time by increments of up to one (1) minute.

**Brown Act.** These rules shall be interpreted in a manner that is consistent with the Ralph M. Brown Act, California Government Code Section § 54950 et seq.

**STANDARDS OF CONDUCT.** Speakers are expected to behave in an orderly manner and to refrain from personal attacks or use of profanity or language that may incite violence.

All persons present at Board meetings are expected to behave in an orderly manner and to refrain from disrupting the meeting, interfering with the rights of others to address the Board and/or interfering with the conduct of business by the Board.

In the event that any speaker does not comply with the foregoing requirements, or if a speaker does not address the specific item under consideration, the speaker may be ruled out of order, their speaking time forfeited and the Chairperson may call upon the next speaker.

The Board, by majority vote, may order the removal from the meeting of any speaker or audience member continuing to behave in a disruptive manner after being warned by the Chairperson regarding their behavior. Section 403 of the California Penal Code states as follows: "Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor."

**VOTING AND DISPOSITION OF ITEMS** – Most items require a majority vote of the entire membership of the Board (3 members). When debate on an item is completed, the Board President will instruct the Secretary to "call the roll". Every member present must vote for or against each item; abstentions are not permitted unless there is a Conflict of Interest for which the Board member is obliged to abstain from voting. The Secretary will announce the votes on each item. Any member of the Board may move to "reconsider"

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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.

**DEPARTMENT OF ANIMAL SERVICES**  
**STATEMENT OF REVENUE AND EXPENSES**  
**Fund 859 - ANIMAL WELFARE TRUST FUND (AWTF)**  
**For the period July 1, 2014 to Mar 31, 2015**

	July 1- Feb 28, 2015	Mar 1-31, 2015	(A + B = C)
<b>Revenue</b>	<b>Yr-to-Date (A)</b>	<b>Curr Mo (B)</b>	<b>Total (A + B = C)</b>
Interest Income	\$10,047.18	\$1,722.23	\$11,769.41
Donations & Contributions	\$199,247.10	\$20,789.72	\$220,036.82
<b>TOTAL REVENUE</b>	<b>\$209,294.28</b>	<b>\$22,511.95</b>	<b>\$231,806.23</b>
<b>Expenses</b>			
Printing & Binding -Volunteer Program	\$2,380.35		\$2,380.35
Travel -Registration Fees - 2014 NMHP (7 STAFF)	\$1,732.50		\$1,732.50
Travel -Registration Fee -HSUS M.Salazar	\$250.00	\$1,436.70	\$1,686.70
Phils Ensley-Elephant Vet services	\$5,826.54		\$5,826.54
ASPCA -Pitbulls/Chihuahua Incentive Program - Wags and Walk		\$2,100.00	\$2,100.00
ASPCA -Pitbulls/Chihuahua Incentive Program - Wags and Walk		\$1,600.00	\$1,600.00
Playgroup Shelter Training - Bound Angels		\$11,400.00	\$11,400.00
CEQA - Proposed "Cat Program" study	\$157.92		\$157.92
Rabbit Cages for Harbor Shelter	\$7,081.17		\$7,081.17
Harbor Video equipment	\$303.02		\$303.02
Kennel Tags	\$185.30		\$185.30
GSD (pays for Council approved alteraltions/improvements)	\$497.88		\$497.88
<b>TOTAL EXPENSES</b>	<b>\$18,414.68</b>	<b>\$16,536.70</b>	<b>\$34,951.38</b>
<b>Net Income (Loss):</b>	<b>\$190,879.60</b>	<b>\$5,975.25</b>	<b>\$196,854.85</b>
<b>Cash Balance, beginning 03/01/15</b>			<b>\$1,903,375.47</b>
<b>Cash Balance, end 03/31/15</b>			<b>\$1,909,350.72</b>

	Mar 1-31, 2015	(A + B = C)	
	Yr-to-Date (A)	Curr Mo (B)	Total (A + B = C)
<b>UNRESTRICTED DONATIONS</b>			
AVAILABLE	\$1,127,374.37	(\$3,668.47)	\$1,123,705.90
RESTITUTION FOR ANIMAL CRUELTY	\$12,912.38	\$50.00	\$12,962.38
COMMUNITY ASSISTANCE FUND	\$839.00		\$839.00
AWARDS & REFRESHMENTS	\$433.00		\$433.00
<b>TOTAL UNRESTRICTED DONATIONS</b>	<b>\$1,141,558.75</b>	<b>(\$3,618.47)</b>	<b>\$1,137,940.28</b>
<b>RESTRICTED DONATIONS</b>			
WEST VALLEY SHELTER (Shelter maintenance)	\$30,196.68	\$2,803.00	\$32,999.68
HARBOR SHELTER "	\$27,404.76	\$627.00	\$28,031.76
NORTH CENTRAL SHELTER "	\$29,099.26	\$928.50	\$30,027.76
SOUTH LA SHELTER "	\$21,175.14	\$443.50	\$21,618.64
EAST VALLEY SHELTER "	\$39,959.16	\$2,756.00	\$42,715.16
WEST LA SHELTER "	\$58,164.09	\$4,111.22	\$62,275.31
<b>ON-LINE DONATIONS</b>			
SPECIAL TREATMENT AND RECOVERY (S.T.A.R.) PROGRAM	\$12,628.00		\$12,628.00
<b>CHAMELEON DONATIONS</b>			
S.T.A.R. PROGRAM	\$34,919.12	\$424.00	\$35,343.12
FOSTER PROGRAM	\$6,094.87		\$6,094.87
KENNEL PLAQUE SPONSORSHIP	\$35,021.92	\$1,200.00	\$36,221.92
PUBLIC EDUCATION	\$1,500.00		\$1,500.00
SPECIALIZED MOBILE ANIMAL RESCUE TEAM (S.M.A.R.T.)	\$1,227.41		\$1,227.41
<b>BEST FRIENDS ANIMAL SOCIETY</b>			
Restricted to promote adoptions	\$50,744.00		\$50,744.00
Restricted to adoption ad campaign	\$30,000.00		\$30,000.00
<b>CEQA RELATIVE TO PROPOSED "CAT PROGRAM"</b>			
Best Friends Animal Society	\$0.00		\$0.00
Found Animals	\$0.00		\$0.00
California Community Foundation	\$0.00		\$0.00
ASPCA	\$0.00		\$0.00
<b>ASPCA</b>			
ASPCA GRANT 1 -(CARROLL PETRIE) - pays for pitbulls/chihuahua adoptions	\$92,800.00	(\$3,700.00)	\$89,100.00
ASPCA GRANT 3B -NEW HOPE Microchips (8,200 pulls @ \$10/microchip)	\$0.00		\$0.00
<b>GENERAL SERVICES DEPARTMENT</b>	<b>\$4,356.87</b>	<b>\$0.00</b>	<b>\$4,356.87</b>
<b>TOTAL RESTRICTED DONATIONS</b>	<b>\$475,291.28</b>	<b>\$9,593.22</b>	<b>\$484,884.50</b>

**UNRESTRICTED ESTATE/TRUST DONATIONS**

ROBERT EMERSON ESTATE	\$10,228.24	\$0.00	\$10,228.24
LIZ DOUGLAS ESTATE	\$10,000.00	\$0.00	\$10,000.00
NORTHERN TRUST COMPANY-Johnston administrative Trust	\$22,629.31	\$0.00	\$22,629.31
<b>TOTAL UNRESTRICTED ESTATE DONATIONS</b>	<b>\$42,857.55</b>	<b>\$0.00</b>	<b>\$42,857.55</b>

**RESTRICTED ESTATE DONATIONS**

MARIE TYNER ESTATE (Maintenance of West Valley shelter)	\$43,242.23	\$0.00	\$43,242.23
AGNES WOOD ESTATE (Maintenance of North Central shelter)	\$112,813.67	\$0.00	\$112,813.67
L.C. MIRABILE ESTATE (Maintenance of SLA shelter)	\$4,316.26	\$0.00	\$4,316.26
SHUSTER/CUNARD ESTATE (Maintenance of East Valley shelter)	\$55,165.68	\$0.00	\$55,165.68
AMELIA PARKER ESTATE (Shelter renovations)	\$7,130.05	\$0.00	\$7,130.05
J.S. ROGERS FOUNDATION S.T.A.R.	16,000.00	\$0.00	\$16,000.00
M.L. PORT LIVING TRUST (Maintenance of WLA shelter)	\$5,000.00	\$0.00	\$5,000.00
<b>TOTAL RESTRICTED ESTATE DONATIONS</b>	<b>\$243,667.89</b>	<b>\$0.00</b>	<b>\$243,667.89</b>

**TOTAL ESTATE DONATIONS**

<b>\$286,525.44</b>	<b>\$0.00</b>	<b>\$286,525.44</b>
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**TOTAL DONATIONS AND CONTRIBUTIONS**

<b>\$1,903,375.47</b>	<b>\$5,974.75</b>	<b>\$1,909,350.22</b>
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**DEPARTMENT OF ANIMAL SERVICES****Schedule of Donations and Contributions by Program****Fund 859 - ANIMAL WELFARE TRUST FUND (AWTF)**

For the period July 1, 2014 to Mar 31, 2015

	July 1- Feb 28, 2015	Mar 1-31, 2015	(A + B = C)
<b>Donations &amp; Contributions</b>	<b>YTD Rev (A)</b>	<b>Curr Mo (B)</b>	<b>Total (A + B + C)</b>
Donations -- Community Assistance Fund	\$1,129.50	\$50.50	\$1,180.00
Donations -- <b>S</b> pecial <b>T</b> reatment <b>A</b> nd <b>R</b> ecovery (STAR)	\$4,661.83	\$324.00	\$4,985.83
Donations -- Kennel Plaque Sponsorship	\$10,909.92	\$1,200.00	\$12,109.92
Donations -- Foster	\$60.00		\$60.00
Donation-via Direct AWTF Solicitation	\$2,129.86	\$401.00	\$2,530.86
Donation-via Direct STAR Solicitation	\$814.99	\$150.00	\$964.99
Donations - Grants/Trusts			
Grant - ASPCA <sup>3</sup> (New Hope Adoption Microchips)	\$76,000.00		\$76,000.00
The Northern Trust-Johnston Administrative Trust	\$22,629.31		\$22,629.31
Donations AWTF (\$300 and below)	\$72,285.28	\$18,664.22	\$90,949.50
Online Donations			
Animal Welfare	\$5,432.41		\$5,432.41
S.T.A.R	\$3,194.00		\$3,194.00
<b>TOTAL DONATIONS</b>	<b>\$199,247.10</b>	<b>\$20,789.72</b>	<b>\$220,036.82</b>

DAVID ZAFT  
PRESIDENT

ALANA YAÑEZ  
VICE PRESIDENT

COMMISSIONERS

JENNIFER BRENT

LARRY GROSS

ROGER WOLFSON



ERIC GARCETTI  
MAYOR

BRENDA F. BARNETTE  
GENERAL MANAGER

VACANT  
ASSISTANT GENERAL MANAGER

DR. JEREMY PRUPAS  
CHIEF VETERINARIAN

April 30, 2015

## TASK ORDER SOLICITATION

The Department of Animal Services is requesting a bid on the following:

1. **PROJECT DESCRIPTION:** The Ringling Bros. and Barnum & Bailey circus will be in Los Angeles from July 9 to July 14, 2015. The Department of Animal Services will require a veterinarian to provide performing animal permit-related inspection services.
2. **SCOPE OF WORK:** The proposed scope of work required will include, but not be limited to, the following:
  - a. Inspecting circus elephants, tigers and other wild and exotic animals, as well as their travel containers, including before, during and after a performance.
  - b. Checking the travel and location accommodations to make sure that they meet USDA standards for approved accommodations (space, cleanliness, etc.), reviewing medical records on each animal, where necessary in the opinion of the veterinarian, accompanying and observing the animals as they walk to their temporary shelters. These inspections may occur before dawn and late into the evening.
  - c. Providing the Department with a complete report detailing his/her findings.
3. **SCHEDULE OF WORK:** The circus performances start on Thursday, July 9, 2015; however, the veterinarian must plan to be here prior to that date. The animals will disembark from the train prior to that date and the veterinarian is required to be there during this time. Animal Services staff will be there as well. The veterinarian must attend at least one performance and inspect/observe the animals before, during and after a performance. The veterinarian does not need to be here for the duration of Ringling Bros.' seven-day performance schedule. The final report is due within 30 days of witnessing the circus performance(s).
4. **INSURANCE REQUIREMENTS:** Workers' Compensation, General Liability, and Professional Liability (errors and omissions) limits are \$1,000,000 each, naming the City as an additional insured. Work cannot commence or continue if the proper proof of insurance forms is not on file. Also, invoices will not be paid if the proper proof of insurance forms is not on file. For additional information about requirements, contact the

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## TASK ORDER SOLICITATION

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Office of the City Administrative Officer at (213) 978- RISK (7475) or <http://cao.lacity.org/risk/index.htm>.

5. **SUBMITTAL REQUIREMENTS:** Veterinarians need to submit a bid detailing the costs for providing these services. Last year, these services cost the Department less than \$6000. The Department will reimburse actual travel fares, incidentals and hotel costs plus IRS-approved per diem rates for travel time. Consulting fees shall apply only to actual hours worked on site and completion time for final report preparation and submission but not on travel days.

The Department recognizes that while the performing animal permit will be issued prior to the circus performance, it still has the right to inspect elephants and other animals before, during and after performances, as needed.

Assignments will reflect the best overall value to the City. Please submit your qualifications no later than **FRIDAY, MAY 22, 2015** to [john.forland@lacity.org](mailto:john.forland@lacity.org) with the subject heading "*Task Order Solicitation - Wild and Exotic Animal Veterinarian*." If you have any questions, please contact Mr. Forland via email or at 213-482-9554.

BRENDA F. BARNETTE  
General Manager



**DEPARTMENT OF ANIMAL SERVICES  
STATEMENT OF REVENUE AND EXPENSES  
FUND 842- ANIMAL STERILIZATION FUND (ASF)  
For the period July 1, 2014 to Mar 31, 2015**

	July 1- Feb 28, 2015	Mar 1-31, 2015	(A + B = C)
	<b>YTD Revenue (A)</b>	<b>Current Month (B)</b>	<b>Total (C)</b>
<b>Revenue</b>			
Spay and Neuter Fees (\$7 for sterilized; \$2 for intact)	\$391,952.10	\$34,956.00	\$426,908.10
Donations & Contributions	354,082.29	1,703.00	\$355,785.29
General Fund Subsidy (\$546,000 total for 2014-15)	363,478.00	45,435.00	\$408,913.00
<b>Total Revenue</b>	<b>\$1,109,512.39</b>	<b>\$82,094.00</b>	<b>\$1,191,606.39</b>
	<b>YTD Expenses (A)</b>	<b>Current Month (B)</b>	<b>Total (C)</b>
<b>Expenses/Encumbrances</b>			
Spay and Neuter Program	\$705,731.30	\$62,782.80	\$768,514.10
Transfer to General Fund (for administrative support of the s/n program)			\$0.00
<b>Total Expense</b>	<b>\$705,731.30</b>	<b>\$62,782.80</b>	<b>\$768,514.10</b>
<b>Net Income (Loss)</b>	<b>\$403,781.09</b>	<b>\$19,311.20</b>	<b>\$423,092.29</b>
Cash Balance, beginning , 03/01/2015			\$4,163,789.46
Cash Balance, end, 03/31/2015			<b>\$4,229,300.66</b>
Dog/Cat Spay & Neuter Deposits	\$60,636.50		\$60,636.50
Pet Adoption Deposit	\$1,338,752.41	\$46,200.00	\$1,384,952.41
ASPCA Grant <sup>1</sup>	\$75,000.00		\$75,000.00
ASPCA Grant 3A <sup>3</sup>	\$0.00		\$0.00
Fund Balance Residual Encumbrance <sup>2</sup>	\$1,074,709.04	\$19,311.20	\$1,094,020.24
Unrestricted & Undesignated Fund Balance	\$946,180.24		\$946,180.24
Residual Equity Transfer <sup>4</sup>	\$668,511.27		\$668,511.27
<b>Total</b>	<b>\$4,163,789.46</b>	<b>\$65,511.20</b>	<b>\$4,229,300.66</b>

<sup>1</sup> Represents ASPCA grant received to pay for New Hope adoption fees

<sup>2</sup> Represents net spendable and available funds in the current year

<sup>3</sup> Represents ASPCA Grant 3A received to pay for New Hope adoption fees for 8,200 adoption pulls @ \$40/pull = \$328,000

<sup>4</sup> Fund 543 (\$668,137.27) and Fund 841 (\$374) were closed. Proceeds went to Animal Sterilization Fund.

**DEPARTMENT OF ANIMAL SERVICES  
SCHEDULE OF DONATIONS & CONTRIBUTIONS  
FUND 842- ANIMAL STERILIZATION FUND (ASF)  
For the period July 1, 2014 to Mar 31, 2015**

	July 1- Feb 28, 2015	Mar 1-31, 2015	(A + B = C)
	<b>YTD Revenue (A)</b>	<b>Current Month (B)</b>	<b>Total (C)</b>
<b>Donations &amp; Contributions</b>			
Donations via direct solicitation	493.33	160.00	653.33
Donation -- Big Fix	3,271.00	575.00	3,846.00
Donations -- \$250 and below	19,297.96	968.00	20,265.96
California Community Foundation -- Nellie Rhode Trust	0.00		0.00
Grant-ASPCA <sup>2</sup> -New Hope Adoption	25,000.00		25,000.00
Grant-ASPCA 3A-New Hope Adoption	304,000.00		304,000.00
Online Donations	2,020.00		2,020.00
<b>Total Donations &amp; Contributions</b>	<b>354,082.29</b>	<b>1,703.00</b>	<b>355,785.29</b>

**DEPARTMENT OF ANIMAL SERVICES  
SCHEDULE OF SPAY AND NEUTER EXPENSES  
FUND 842- ANIMAL STERILIZATION FUND (ASF)  
For the period July 1, 2014 to Mar 31, 2015**

	July 1- Feb 28, 2015	Mar 1-31, 2015	(A + B = C)
Amanda Foundation (\$500,000 mobile spay/neuter contract)	\$159,250.00	\$12,065.00	\$171,315.00
Value Vet (\$500,000 contract for WLA s/n clinic)	\$26,734.00		\$26,734.00
SNP LA ( \$500,000 contract for Harbor s/n clinic)	\$74,454.40		\$74,454.40
SNP LA ( \$500,000 contracts for East Valley s/n clinic)	\$88,329.90	\$18,892.80	\$107,222.70
ASPCA (\$500,000 contract for SLA clinic)	\$94,593.00	\$14,057.00	\$108,650.00
Other participating vets	\$262,370.00	\$17,768.00	\$280,138.00
<b>Total S/N Program</b>	<b>\$705,731.30</b>	<b>\$62,782.80</b>	<b>\$768,514.10</b>