



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES

REGULAR MEETING AGENDA
Tuesday, January 27, 2015
10:00 AM

LOS ANGELES CITY HALL, ROOM 1060
200 NORTH SPRING STREET
LOS ANGELES, CALIFORNIA 90012

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.

I. ADMINISTRATIVE APPEAL (FOLLOW UP)

1. Board Discussion and Decision -- Dangerous Animal Case: DR 141016 NC
(*Board action - continued from 12/09/14 meeting; public comment period is closed.*)
Respondent: Martin Rincon, Yvette Rincon, Evelyn Barrios and Santos Baltierra
Complaining Witness: Melissa Valenzuela
West Valley Animal Care and Control: Lieutenant Troy Boswell

II. 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

Approval of the Minutes for the Meeting of December 9, 2014 (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. BOARD REPORTS

- A.** Recommendation to Reduce the Adoption Fee for Impounded Fowl from a Humane Investigation on August 15, 2014 (Action Item; public comment limited to two minutes per speaker.)
- B.** Report on Impact of December 8, 2014 Fire on Department (Public comment limited to one minute per speaker.)
- C.** Request for Proposals for the Operation of a Mobile Spay and Neuter Clinic (Action Item; public comment limited to two minutes per speaker.)
- D.** Animal Welfare Trust and Animal Sterilization Fund Balances (Public comment limited to one minute per speaker.)

6. ADJOURNMENT

Next Commission Meeting is scheduled for 10:00 A.M., February 10, 2015, at City Hall, 200 North Main Street, Room 1060, Los Angeles, California 90012.

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) 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, 19th Floor, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2nd floor Public Bulletin Board in City

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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 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" 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.

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

NOTICE OF ORDER

Case Number DR 135080NC

Issue to:

Evelyn Barrios
Santos Perez Baltierra
2007 Jones Street
Los Angeles, California 90032

For Dog Named:

"Kiki Killer", License Number L13-399261

1. You shall maintain your dogs' within the City of Los Angeles in the following manner:
 - a) Inside your dwelling.
 - b) Inside the confines of your fenced locked yard
 - c) At a legal kennel facility
 - d) With a veterinarian, licensed in the state of California.
 - e) Safely inside a vehicle during transportation in compliance with the California Vehicle Code.
 - f) Under direct physical control by means of a leash in compliance with Section §53.06.2 LAMC.
2. You shall allow a Department of Animal Services representative to inspect your premises at any reasonable time to ensure compliance with this notification.
3. All persons having custody of your dogs' shall comply with this notification.
4. You shall maintain your dog on a leash in compliance with Section §§ 53.06.2 LAMC, at all times when maintained in the unenclosed front yard or off of your property.
5. You shall obey all laws pertaining to animal ownership with Los Angeles City.
6. You shall permanently remove your dog **Kiki Killer**, License Number **L13-399261**, from your property within thirty (30) calendar days of receipt of this notification. The dog shall be impounded by the Department if found at the property after thirty (30) day period.

7. You shall notify the new owner(s) in writing of all complaints concerning the dog and any terms, conditions, or restrictions imposed by the Department.
8. You shall inform the Department of Animal Services in writing upon the removal of your dog **Kiki Killer** from the City of Los Angeles including the following:
 - a) The name, address and telephone number of the new owner(s).
 - b) The new address or location where the dog **Kiki Killer** will be kept.
 - c) Proof of licensing from the new jurisdiction where the dog is now maintained.

Brenda F. Barnette

BRENDA F. BARNETTE
General Manager

8-1-13

Date

CITY OF LOS ANGELES
DEPARTMENT OF ANIMAL SERVICES
221 North Figueroa, 5th Floor
Los Angeles, California 90012

STIPULATION AGREEMENT

Date:

Dog Owner Name: ~~XXXXXXXXXXXX~~ % EVELYN BARRIOS

Address: _____

City, State, Zip Code: _____

DANGEROUS ANIMAL CASE NUMBER ~~DA123456~~ DR135080 NC

The dog owner(s), EVELYN BARRIOS, and the Department of Animal Services mutually agree to a stipulated settlement to expedite decisions related to the administrative hearing process and achieve public safety objectives.

I agree that my dog(s), KIKI, License Number(s), L13-399261, was or were involved in a violation of Section § 53.34.4 of the Los Angeles Municipal Code.

Specifically:

ON APR 19, 2013 VIOLATED T/C OF NOTICE OF ORDER
DATED 11-30-13 SPECIFICALLY T/C #1 (a)(b)(f), #6
#7(a), #9, #10 - 53.34.
5306.2(a) LAMC

I understand that in accepting this agreement, I waive all rights to further due process procedures and appeals and I am legally bound by the terms and conditions of the agreement.

I voluntarily accept the terms and conditions issued by the General Manager in the attached Notice of Order.

This agreement is not valid until approved by the General Manager, Department of Animal Services.

If this agreement is not approved, a counter agreement may be offered. If not accepted, an administrative hearing will be scheduled.

1 X XXXXXXXXXXXX 6-13-13
Dog Owner(s) Date

FOR: EVELYN BARRIOS

R-WEEKLEY 082
Department Representative

6-13-13
Date

exhibit 2

CITY OF LOS ANGELES
DEPARTMENT OF ANIMAL SERVICES

NOTICE OF ORDER

Case Number: DA DR 135080 NC

Dog Owner Name: MARTIN RINCON Issued to: C/O EVELYN BARRIOS.
Address: 2007 JONES AVE
City, State, Zip Code: LA CA 90032

① 1. You shall maintain your dog(s) within the City of Los Angeles in the following manner:

- a) Inside your dwelling.
- b) Inside the confines of your fenced locked yard.
- c) At a legal kennel facility.
- d) With a veterinarian, licensed in the state of California.
- e) Safely inside a vehicle during transportation in compliance with the California Vehicle Code.
- f) Under direct physical control by means of a leash in compliance with Section § 53.06.2 LAMC.

~~2~~ 2. You shall ensure that all access gates leading into the enclosed yard are locked when your dog(s) are maintained inside.

~~3~~ 3. You shall install, maintain, repair or alter the fencing and gates on your property as needed to prevent your dog(s) from escaping.

~~4~~ 4. You shall notify the Field Supervisor, _____, Animal Care Center, _____, California _____, anytime:

- a) Upon permanent transfer of ownership, or relocation of the dog within Los Angeles City.
- b) The dog attacks, bites or causes injury to any human being or other animal.
- c) The dog escapes from your property.

5. You shall ensure your dog(s) wear(s) a muzzle anytime it is off of your property. The muzzle shall prevent the dog from biting and not interfere with the dogs respiration.

6. You shall ensure your dog(s) wear(s) a body harness anytime (they are/it is) off of your property and under direct physical control by means of a leash.

~~7~~ 7. You shall, for identification purposes, microchip your dog(s) and report the microchip identification to the Field Supervisor, _____, Animal Care Center, _____, California _____, within thirty (30) days of receipt of this notification.

② 8. You shall allow a Department of Animal Services representative to inspect your premises at any reasonable time to ensure compliance with this notification.

③ 9. All persons having custody of your dogs shall comply with this notification.

④ 10. You shall maintain your dog on a leash in compliance with Section § 53.06.2 LAMC, at all times when maintained in the unenclosed front yard or off of your property.

③ 11. You shall obey all laws pertaining to animal ownership within Los Angeles City.

12. You shall install a security door at the front entrance of your dwelling. The security door shall be locked closed at all times that the dog(s) is maintained within the dwelling.

13. You shall construct a six-sided enclosure/dog run in the rear yard of your property. You shall maintain the dog(s) inside the dog run anytime the dog(s) is/are in the rear yard and unsupervised by a competent adult. The entry and exit points of the dog run shall be locked closed anytime the dog(s) is/are maintained inside.

14. You shall ensure your dog(s) is/are under competent control by yourself, a dog trainer, or professional dog walker when on a leashed walk.

15. You shall obtain training from a professional dog trainer designed to counter-condition your dogs' aggressive behavior. A written statement from the dog trainer must be submitted to the Field Supervisor, _____ Animal Care and Control Center, _____, California _____, within sixty (60) days of receipt of this notification. The report shall include the following:

- a) A description of training your dog received.
- b) A description of training the dog owner received to reinforce the dogs training.

The Department of Animal Services reserves the right to require additional training for your dog from another trainer if a determination is made at a subsequent hearing that the training initially received was inadequate as evidenced by continuing complaints.

16. You shall install a security fence in your front yard to act as a barrier that will prevent your dog(s) from escaping from your property.

17. You shall post warning signs at all access points on your property leading into the enclosed rear yard to alert persons entering your yard of a potentially dangerous animal, within thirty (30) days of this notification. This sign must contain a symbol, which would alert children of the possible danger of aggressive dogs being maintained on the property.

18. You shall install a security door with an automatic closer on the front entrance of your dwelling. You shall maintain the security door closed and locked when maintaining the dog(s) inside of the dwelling.

⑥ 19. You shall permanently remove your dog(s) KIKI, License Number(s) L13-399261 from your property within ^{thirty} ~~ten~~ (30) calendar days of receipt of this notification. The dog(s) shall be impounded by the Department if found at the property after the ~~ten~~ ^{thirty} (30) day period.

⑦ 20. You shall notify the new owner(s) in writing of all complaints concerning the dog(s) and any terms, conditions, or restrictions imposed by the Department.

21. You shall not allow your dog(s) to run unrestrained in any of the City of Los Angeles "off leash" dog parks.

22. You shall insure supervision by a competent person; anytime the dog(s) is/are confined in the rear yard.
23. You shall not allow both dogs to be controlled or walked by one individual, simultaneously.
24. You shall surgically sterilize (neuter) your dog(s). You shall provide proof of sterilization to the Field Supervisor, _____ Animal Care Center, _____, California _____, within sixty (60) days of receipt of this notification.
25. Prior to allowing your dog to be maintained outdoors in the rear yard at your residence you shall remove all obstacles from the perimeter of said fencing that might facilitate your dogs' ability to escape from that property.
26. You shall make any repairs or alterations regarding your rear yard perimeter fencing (pursuant to your dogs' ability to squeeze through, dig under or jump over that fencing) that is demanded of you during any authorized inspection by this agency.

27. Other:

W/IN 30 DAYS PROVIDE PROOF IN WRITING OF
NAME ADDRESS PH # OF NEW OWNER AND PROOF OF CURRENT
LICENSE IN THE AGENCY AND DISCLOSE TO NEW OWNER
OF # (20) OF THIS STIPULATION.

Attach additional sheets if more space is needed

Martin Fincon
Dog Owner

6-13-13
Date

R. WEEKLEY 082
Department Representative

6-13-13
Date



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES



MINUTES

TUESDAY, December 9, 2014 at 7:00 PM

Ramona Hall Community Center
4580 North Figueroa Street
Los Angeles, California 90065

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

David Zaft, President
Alana Yañez, Vice-President
Jennifer Brent
Larry Gross
Roger Wolfson

Meeting called to order at 7:07 p.m. by Board Secretary, Rita Moreno, Los Angeles Animal Services (**LAAS**). Roll call. Commissioners present were Zaft, Yañez, Brent, Gross and Wolfson. Also present: General Manager (GM) Brenda Barnette, Assistant General Manager (AGM) John Chavez, Director of Field Operations (DFO) Jan Selder and Assistant City Attorney (ACA) Dov Lesel.

Commissioner Zaft welcomed and introduced Sylvia Robledo of Councilmember Cedillo's Office, and provided an overview of the agenda.

I. ADMINISTRATIVE HEARING APPEAL

1. Dangerous Animal Case: DR 141016 NC
Respondent: Martin Rincon, Yvette Rincon, and Evelyn Barrios and Santos Baltierra
Complaining Witness: Melissa Valenzuela
West Valley Animal Care and Control: Lieutenant Troy Boswell

Testimony was taken from Ms. Melissa Valenzuela (Complainant), Manuel Valenzuela (father of Complainant) and Caretaker (name not provided), and Ms. Yvette Rincon and Mr. Martin Rincon (Appellant).

Commissioner Zaft requested the terms and conditions of the stipulation in the Notice of Order.

Commissioner Zaft made a motion to take the matter under submission and table board action until the next regular meeting. The motion was seconded by **Commissioner Gross** and was approved by a vote of 5-0.

2. Dangerous Animal Case: DA 135119 EV
Respondent: Sharona and Touron Farhadian
Complaining Witness: Harriet Ephraim
East Valley Animal Care and Control: Captain Wendell Bowers

Testimony was taken from Ms. Harriet Ephraim (Complainant) and Ms. Sharona Farhadian (Appellant).

Commissioner Gross made a motion to uphold the order of the General Manager. The motion was seconded by **Commissioner Yañez** and was approved by a vote of

5-0.

Commissioner Zaft informed the Respondent of the process and that a formal notice will go out to all of the parties, and said notice will provide information on the timeline to challenge the Commission's decision in court.

II. REGULAR COMMISSION MEETING

1. **PUBLIC COMMENT SPEAKERS:** **Paula Hsien:** Discussed West Valley Animal Shelter conditions for dogs and volunteers. **Dona Baker:** Feral Cat Caretakers Coalition President; discussed moving Citywide Cat Plan forward and effects of injunction against Trap-Neuter-Release. **Cathy Serksnas:** Discussed Department's volunteer Facebook page and treatment of volunteers; Department policies not followed. **Ady Gil:** Read statement about dog at West Valley Animal Shelter and hospital care he provided. **Michelle Cornelius:** Discussed kittens euthanized at West Valley Animal Shelter due to diarrhea. **Cathy Grasso:** Discussed humane care and lack of policy toward feral cats; stated CEQA completed five years ago, but TNR injunction has not been lifted; community ready to help. **Kat Spofford:** Discussed unofficial dog park across from tennis courts off Avenue 60 and the 110 Freeway where people let dogs off leash although there is an available dog park; homeless individual breeding pit bulls. **Peggy Kennedy:** Discussed injunction against TNR and live save rates for cats (58%). **Royce Chang:** Discussed injunction against TNR; benefits of TNR. **Thomas Kalinowski:** Discussed West Valley Animal Shelter and length of time animals are kept, and their subsequent deterioration; proposed KLAS training guide for staff and volunteers to work with dogs. **Casey Terhorst:** CSUN ecological professor studying invasive species; discussed effect of feral cats on birds and need for TNR. **Shawn Simmons:** Discussed conversation with Councilmember Wesson and his experience with a euthanized cat; need to lift TNR injunction and implement Citywide Cat Plan; shared stats from other municipalities. **MaryLou Gale:** Discussed kittens and feral cats, and statistics after TNR injunction. **Billie Baier:** Discussed inappropriate adoptions by people who abuse animals, and Department policy. **Lindsay Larris:** Discussed injunction against TNR and CEQA, and City's failure to analyze the environmental impact of the Cat Plan; asked for next steps. **Leslie Tresun:** Discussed TNR and read case of an elderly mentally ill woman being abused by neighbors for feeding cats. **Nora Abbott:** Discussed feral cats being euthanized and TNR injunction. **Kelly Williams:** Discussed feral cats euthanized even if fixed, and need for Feral Freedom. **Gail Raff:** Discussed West Valley Animal Shelter putting down animals too quickly. **Diane Di Stefano:** Discussed article in Pet Press and dog adoption policy v. adoption events; also volunteer experience and need for ACTs. **Jeffrey Mausner:** Supported comments about West Valley Animal Shelter. **Phyllis Daugherty:** Discussed Greg Randall and personnel matter. **Josh Liddy:** Supported TNR; discussed volunteer concerns; asked about appeal case and why department seized both dogs when one was not involved.

2. COMMISSION BUSINESS

- A. Approval of Minutes for November 25, 2014.

Commissioner Gross made a motion to approve the minutes and **Commissioner Yañez** seconded. The vote was 5 – 0 in favor.

3. ORAL REPORT OF THE GENERAL MANAGER

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GM Barnette shared the following:

- Yesterday, both towers at Figueroa Plaza were affected by a catastrophic construction fire that occurred next to these buildings. The towers are closed. Our administrative office was affected on one side, with the most damage to three offices and our hearing examiner area. These areas suffered burn, smoke, and water damage.
- We are still obtaining estimates on damages and when the towers will be reopened. At this time, we have temporarily relocated administrative staff to the North Central shelter and some have been reassigned to other shelters. In most cases, staff is not able to do their regular work. We expect to have City office space identified before the end of this week so we can move and continue our regular work because it is estimated that work on our current building will take at least six months.
- We received a dangerous animal complaint from citizen. This attack occurred in Hollywood and the Mayor's Office and two of you received a written account of the attack. It involved a larger dog that attacked a walker and his two dogs. The Department went out several times to investigate; the most recent date was November 30. The hearing office received the case on December 1st and will schedule a hearing.
- On December 3rd, two Commissioners, field staff and I met with stakeholders to discuss Kapparot and determine whether there should be policy/legislative changes. This Kapparot working group meeting was held at the West Los Angeles shelter. The meeting included members from the public, the City Attorney's Office, Ryan Carpio from the Mayor's Office, and Jeff Ebenstein from Councilmember Koretz's office. Subsequent meetings will be scheduled.
- The Dangerous Dog Committee met today and included Bob Ferber, Phyllis Daugherty, Cpt. Karen Knipscheer, Mark Salazar and myself to review current ordinances, needs and tools used by Officers, and needs of prosecutors to follow through on cases. The committee will meet again in January.
- In response to volunteer and staff concerns at West Valley Shelter, two mandatory volunteer "re-orientations" are scheduled for all West Valley volunteers who want to continue to be part of the volunteer program. These meetings will be attended by Jan Selder and me. It appears that a previous staff either did not explain or enforce policy in the Volunteer Handbook, or the volunteers have forgotten the policies.
- On December 5, 2014, 52 dogs left our South Los Angeles (Chesterfield Square), Harbor, North Central and East Valley shelters on an airlift sponsored by Shelter Me and the Bark Avenue Foundation headed for other shelters where they will be placed.
- The Director of Shelter Operations, Louis Dedeaux and Robert Cabral, of Bound Angels, are training staff and volunteers on how to run playgroups. So far the program has been started at WLA, South (Chesterfield Square) and Harbor. The pictures on Facebook have captured the attention of the community and appreciation for the exercise and socialization that this brings to our shelter dogs.

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- Louis Dedeaux will begin trainings for volunteers to qualify to walk the unavailable dogs later this month and he will make the rounds making the training available at all shelters. It is important this be a safe program if we are going to offer it. Just last week a volunteer was pretty seriously bitten when he walked a yellow-tagged dog without permission.
- Louis Dedeaux will be meeting with the Bureau of Engineering and GSD at the Harbor shelter early next week to discuss the installation of HVAC units which will replace the swamp coolers currently in place. This project will be funded by Proposition F.
- The LAMC allows pet stores to sell dog licenses on behalf of the Department and keep \$2 out of the \$20 fee for every license sold. John had a conference call with Petco last week and we are following up on some of the steps needed to have that company issues licenses for us.
- The next Managed Hiring Committee meeting is scheduled for December 12. The MHC approves/denies departmental requests to fill vacant positions. It is important that this meeting take place because we really need to fill vacancies in our Accounting and Systems section.
- The Administrative Citation Enforcement (ACE) Form to be used by field staff was finally approved by Office of the City Attorney and can be printed by GSD's Print Shop. It is anticipated that staff will begin using the form by early January. The ACE program will be piloted out of the North Central District and will be expanded to all shelters pending a successful pilot.
- The "Adopt, Don't Shop" discount event was held November 28th through the 30th. Total adoption numbers were 249. Thanks to donations provided by Petmate, adopters went home with great pet care items. These prizes included dog houses, crates, beds, chew toys, automatic waterers and feeders.
- On December 8th, The Pet Care Foundation hosted its TV show, *Pets 90210*, at the East Valley shelter. Ten dogs and 10 cats were featured for adoption.
- On December 12th, West Valley shelter will take an adoptable dog to the Channel 7 "Spark of Love" toy drive at the Topanga Canyon Mall. Weathercaster Garth Kemp will feature the dog while stuffing a bus full of toys.
- On December 13th & 14th the Pet Care Foundation will be hosting a discount adoption event, "Whisker Wonderland," at all shelters. All dogs and cats will be discounted \$25.
- On December 14th, East Valley shelter will be taking adoptable pets to "Bookstar" in Studio City from 1:30 to 6 p.m.
- On December 21st, Santa will be stopping by the West Valley shelter from 11-1 and the West Los Angeles shelter from 2-4 for photos and treats for both people and pets.
- The week of December 20th to the 26th, all six shelters will offer discount adoptions

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for the Holidays.

- TNR injunction has been in effect for approximately 5 ½ years and the mitigated negative declaration was released about a year ago. The Office of the City Attorney is looking for expert opinion and private donations are needed to fund an Environmental Impact Report. The Department does not do TNR. The injunction does allow the Department to give trapping permits to individuals who have what they consider nuisance cats on their own property. They can trap on their own property and turn them over to the Department. We are not allowed to conduct education classes in our community rooms and can't talk about the program. Private groups have taken up the work we are not able to do, which they are able to do.

Commissioner Yañez asked whether an organization that wants to trap cats and get them fixed, such as Fix Nation, can do so on their own. **GM Barnette** responded affirmatively. **Commissioner Zaft** jokingly asked about the ACE permit form and whether it would be named the Phyllis M. Daugherty Administrative Citation.

Public Comments

Ady Gil: Discussed West Valley Animal Shelter volunteer orientation and problems of volunteers. **Josh Liddy:** Asked about Dangerous Dog Committee and who picked members; questioned qualifications. **Paula Hsien:** Discussed Volunteer Orientation schedule and volunteer availability; short notice. **Michelle Cornelius:** Discussed Volunteer Orientation schedule and availability; short notice. **Billie Baier:** Discussed play groups and lack of time to implement by ACTs or volunteers. **Cathy Serksnas:** Discussed Volunteer Orientation and questioned need by long-time volunteers. **Shawn Simmons:** Stated City cannot recommend people go to Fix Nation or do any education; private non-profits can't pick-up the slack; requested TNR be placed on agenda. **Gail Raff:** Stated that 75% of volunteers at East Valley are teenagers who have to give time to graduate.

4. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

Commissioner Wolfson: Asked whether the Standard Operating Procedure (SOP) on personal property and evidence dogs had gone out (**GM Barnette** responded that it had not gone out, but training was scheduled to start at the end of the month at which time the SOP will be ready); asked whether training could be done through a memo (**GM Barnette** responded no because a volunteer had been injured and the Department has to make sure people are trained properly); followed-up on piping in music at the animal shelters – has been volunteering at North Central Animal Shelter and doesn't don't always hear music.

Commissioner Brent: Attended the groundbreaking of the new Palmdale shelter for L.A. County, the first new shelter in 50 years; met with Lorie Weisman's mother and rescue folks who have saved 4,000 animals from entering our shelters – looking forward to pilot in the East Valley shelter.

Commissioner Yañez: Discussed outreach event on Saturday where 234 animals were serviced, 50% of which were un-altered. Out of 115 un-altered 70 signed up for spay/neuter to be done by Pets for Life; started transport program of cats to Fix Nation for TNR.

Commissioner Zaft: Commented on Kapparott meeting with Commissioner Gross and GM Barnette to discuss strengthening the law and regulating the practice.

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5. DISCUSSION ITEMS

- A. Proposed Board Recognition/Commendation Program for LAAS Employees and Volunteers, Outside Organizations, and Independent Individuals

Commissioner Wolfson summarized his written proposal.

Commissioner Brent thanked Commissioner Wolfson for putting forward the proposal. **Commissioner Gross** thanked Commissioner Wolfson; asked if the process can be more streamlined so that it does not take up too much staff time, and requested staff work on the draft. **Commissioner Zaft** asked what is needed to vet the candidates and whether it should go to the City Council. **GM Barnette** responded that City staff's personnel folder would be considered first, and that City Council might be interested in nominating people rather than being part of the process; recommended a committee of two Commissioners and staff can help organize; nominees would be kept secret. **ACA Lesel** recommended that they not be official nominations. **Commissioner Zaft** recommended approval and asked if there be a Commendations Commissioner for a year that would work with staff to receive the recommendations and shepherd them through the vetting process each quarter and report back on whether to go forward or chose someone else. **ACA Lesel** advised to remove the City Council from the process. **Commissioner Wolfson** clarified that he wants the process to be simplified and volunteered to serve as the Commendations Commissioner for the first year.

Commissioner Zaft moved to adopt the motion with the following changes: that references to City Council are stricken, that one Commissioner be appointed the Commendations Commissioner each year to work with staff to handle the vetting process, and that for the first year the Commendations Commissioner be Commissioner Wolfson.

Public Comments:

Ady Gil: Recommended adding the words "thank you" to the proposal and placing them onto walls for the volunteers.

Commissioner Zaft restated the motion and added that the Department will develop the vetting process. **Commissioner Yañez** seconded. The motion carried 5-0.

- B. Proposal to Use Animal Welfare Trust Fund to Pay for Health Certificates for New Hope Partner Animal Relocations to Partner Agencies

Commissioner Zaft provided background information and the need for partner agencies to assist with adoptions. Discussed adoption transport from previous week and that it took 10% of the City's shelter animals.

Commissioner Brent: asked why Department can't do health certificates (**GM Barnette** responded that emphasis is placed on spay/neuter; questioned selection of groups and their legitimacy). **Commissioner Brent** added that if animals don't pass their health certificate, her organization keeps them until they are healthy for transport; vet bills of up to \$75,000 per month; organizations that work with the County can't provide medical care and those animals are euthanized; would feel more comfortable looking at the animal

relocation program as a whole and the organizations, and that animals identified that are sick, that the City take them back; cute animals are taking the place of older animals. **Commissioner Zaft:** Agreed and mentioned previously approved relocation policy that includes parameters for partner shelters and empowers department to audit partners to ensure there is not displacement of local animals elsewhere; need report back on how the policy is being implemented and the steps that have been taken; if those controls are in place, then recommendation we do something to support partners who are working with us to find good homes for these animals elsewhere. **Commissioner Brent:** There are a variety of health certificates (some are \$15 and some \$47); recommends that partners be directed to provide cheaper health certificates and set parameters to ensure money is not diverted for other purposes. **Commissioner Gross:** Would like a report back that includes all the information being discussed including cost, process and impact on staff prior to voting on this issue. **GM Barnette:** Recommended the report back be part of the report on New Hope. **Commissioner Zaft:** Indicated this is a separate issue and should be discussed separately. **Commissioner Brent:** Reminded that when the New Hope policy was approved, the Commission asked for a report back a year later; would like relocation separate from New Hope report. **Commissioner Zaft:** Reiterated request for update on relocation policy, report back on New Hope policy, and as part of first report back, put information together related to his proposal including how to make it happen, cost, whether it should come from the AWTF and what the hit would be, etc.

Public Comments

Phyllis Daugherty: Concerned about use of AWTF since proposal is not for an established program to help shelter animals; there is no shortage of animals anywhere in the country, animals are being euthanized everywhere; we lose control of these animals and don't know what happens to them; transport is lucrative as money comes in from other sources; animals are sent to organizations that close down and/or animals are not cared for. **Diane De Stefano:** Merit to relocation; there is a shortage in some parts of the country; animals are in kennels for eight months and get no enrichment to their quality of life; need to look for reputable organizations; questioned policy to do spay/neuter instead of health checks; vet at West L.A. is too busy to look at animals that are sick because she is spay/neutering dogs that are going up for adoption; suggested better prioritization of their time. **Gail Raff:** Investigate where the dogs are being sent - New York Post is reporting shelters overrun by Chihuahuas. **Bev Mitchell:** Use money to pay for more ACTs so volunteers can socialize dogs so they are adoptable; more tracking for relocations and more oversight on who gets to be New Hope. **Sherry Brewer:** Questioned rescuers, mentioned individual on Facebook; dogs not available for adoption at shelter.

6. BOARD REPORTS

A. Volunteer Program Overview and Discussion on Making Greater and More Effective Use of Volunteer Time and Abilities

DFO Jan Selder thanked volunteers and discussed report. Added new sign-in for volunteers will be done through a computer kiosk at each shelter where they will log into logistics, put their hours in, and in the future will allow them to sign-up for the mobiles, outreach events, enter and track their hours and print them out, they will be able to sign-up for events or duties important for the day. The shelter will have a board indicating where help is needed. Volunteers will have a code and be able to check online from home.

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GM Barnette: Mentioned 24 hour neonatal clinic to be run by volunteers; will be asking Commission to fund formula. **Commissioner Brent:** Asked whether the total hours include community service and teenage volunteers. **DFO Selder:** Responded that hours are only for actual volunteer program and do not include the court referral system or the foster program hours. **GM Barnette:** Mentioned difficulty in calculating foster hours and need to find a method. **Commissioner Brent:** Regarding the foster program, asked about interim between receiving the bottle babies and reaching out to the volunteers and whether the Department supplies KMR or should ask the Commission to do so. **GM Barnette:** Responded the Department stopped supplying it because of budget; previously slowed down foster program because private agencies were better able to handle, but Department is building its program again and will be asking for supplies. **Commissioner Zaft:** Encouraged request for funds for foster program. **DFO Selder:** Added prior year donation of KMR for the entire summer; need for puppy and kitten milk, bottles, foster dog vests. **Commissioner Brent:** Asked about length of time between volunteer application, orientation, and being able to put on their blue shirt. **DFO Selder:** Responded that it depends on when the application is received and whether it is complete; once an application is received and accepted, a person can attend an orientation within a couple of weeks at one of the shelters; application can be submitted via email, drop-off, or USPS. **Commissioner Zaft:** Asked whether forms are available and visible at every shelter. **DFO Selder:** Responded affirmatively. **Commissioner Wolfson:** Asked whether there were two full-time staff members. **DFO Selder:** Clarified that one staff member is dedicated full-time and a second staff member also does media. **Commissioner Wolfson:** Asked the source of the numbers. **DFO Selder:** Responded that numbers come from the logistics database. **Commissioner Wolfson:** Stated numbers are not accurate; unable to connect with Volunteer Coordinator; waited several weeks for orientation and informed not available at other shelters; orientation not occurring monthly. **Commissioner Zaft:** Asked whether the orientation sessions are listed on Department website calendar. **GM Barnette:** Indicated they would be listed and included in weekly report to the Mayor. **Commissioner Wolfson:** Questioned numbers of volunteer and volunteer hours per month. **DFO Selder:** Responded that numbers were pulled from the database and some volunteers may be inactive. **Commissioner Wolfson:** Discussed his experience at North Central and class of 33 and everyone wanted to take the dog-walking class; it took 2-3 months before the dog-walking class was held and, by then there were only three left; has never heard from Volunteer Coordinator; no volunteer schedule or structure; no assignments or supervision; copied volunteer hours for one month at North Central – total of 275 hours; would like honesty with numbers. **GM Barnette:** Responded that the issue is poor to no record-keeping; have been done by hand and there is a lot of human error; electronic record-keeping will be more accurate and allow for better volunteer assignment; wants to give volunteers more freedom to do work without staff. **DFO Selder:** Added that once volunteers are trained, reliance lies with kennel supervisors to assign work to volunteers; would like to again have volunteer liaisons at each shelter, but would like to train volunteers to serve as volunteer coordinators. **Commissioner Wolfson:** Recommended training a volunteer to run the volunteer orientation sessions; hold the dog-walking class on the same day as the orientation. **DFO Selder:** Agreed and added that by allowing the handling of animals after orientation will increase volunteer retention. **Commissioner Wolfson:** Also recommended a volunteer coordinator who sets up website and social calendar for volunteers; dog-walking boards to keep track; expanded hours so volunteers can go after or before work, on Mondays. **GM Barnette:** Responded the need to look at the safety issues in order to expand hours. **Commissioner Zaft:** Asked about allowing volunteers

on the days shelters are closed to the public. **GM Barnette:** Responded that deep cleaning occurs that day and animals can get sick; added that the 24/7 neonatal clinic will be the first test of volunteers running it. **Commissioner Wolfson:** Concerned that neonatal clinic pilot will take a year to implement. **Commissioner Zaft:** Asked to allow volunteers to help on days shelters are closed to the public. **Commissioner Gross:** Thanked DFO Selder and remarked on the key relationship between the Department and volunteers to fulfill goals and mission; having a liaison at each shelter is crucial and that person needs to be able to assign volunteers according to their skills and needs; need for coordinator who can work in community and do troubleshooting, and work with volunteers; mobile adoption events are important – displays need to accommodate for sun and have tables and chairs; coordination with Council Offices needs to occur; need better signage and placement are important. **Commissioner Brent:** Focus on active recruiting; consider seniors who can assist with other tasks; emphasis on customer service. **Commissioner Zaft:** Thanked DFO Selder for report; recommended having a table with experienced volunteers to help with simple questions from patrons; asked about staff. **DFO Selder:** Responded that without sufficient staff, it is difficult to coordinate volunteer assignments; volunteer Volunteer Coordinators will be able to assist once program is implemented. **Commissioner Wolfson:** Asked if there was anything the Commission can do to revive that position. **Commissioner Gross:** Recommended talking with the City Council. **GM Barnette:** Added that funds need to be identified in order to request new positions through cost-recovery. **Commissioner Gross:** Mentioned increasing licensing as a possible cost-recovery method. **GM Barnette:** Responded that there needs to be a relationship between the funding source and position description.

Public Comment

Paula Hsien: Asked about the assignment board and how it would be structured and how specific; added that volunteers take the initiative and help with what's needed. **Nori Wolfson:** Requested that volunteers have the ability to update pictures on kennel cards and that volunteers be allowed to put comments on cards. **Sherry Brewer:** Discussed mobile adoption events and lack of staff support; recommended events at shelters where public is invited to learn about adoptions; should be excitement when adoption occurs to encourage new owners to keep animal; better interaction between staff and volunteers is needed. **Michelle Cornelius:** Likes idea of 24/7 neonatal clinic; questioned numbers and believes many volunteers are inactive; WoofStat report lists fosters for cats are down 18% and 39% for dogs – is it due to lower intake or are fewer being fostered and more animals being euthanized? Need a breakdown between feral kittens and unweaned kittens and how many are being euthanized and how many fostered; recommended using vests over the lanyards proposed by the department because they are more visible (\$2,714 for a minimum of 288, plus shipping and handling). **Gail Raff:** Discussed mobile adoption events – she volunteers her tent and brings crates for animals; can't sign-up for events unless department participates; most volunteers are teenagers – more experienced needed. **Ady Gil:** Owner of "Shelter Me" and made pictures available for use by shelters; feels report is false. **Cathy Serksnas:** Need for better process; questioned volunteer numbers because volunteers are counted more than once (entries instead of unique volunteers), this 4,000 is aggregate; should ask for retention rate. **Diane De Stefano:** Discussed same problems with orientation at West Valley; have levels for dog-walkers; no time for volunteer liaison to move people from one level to the next; liked play groups although orientation schedule not convenient, but no ACTs to implement program. **Josh Liddy:** Allow volunteers to update pictures on website.

Commissioner Zaft: Asked why the Shelter Me photos are not used. **GM Barnette:**

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Explained problem with database not being able to segment and we need to protect personal information; once Chameleon is updated, there should be a way to lock down the picture section so that volunteers can update the pictures based on A-numbers; staff can upload pictures to the website, but can't print color pictures because there is a mall printing budget. **Commissioner Zaft:** Indicated that there is a lot of money and all these needs are for existing programs; asked staff to bring requests to the Commission. **Commissioner Yañez:** Reminded that they asked for another round of things to fund and that it not just come from the ACOs, that it come from volunteers and all staff. **Commissioner Wolfson:** Asked for confirmation that ACTs can update the photos. **DFO Selder:** Replied affirmatively and that she will talk with staff. **Commissioner Zaft:** Asked if volunteers can name the animals. **DFO Selder:** Responded that volunteers need to work with staff so that when animals become available for adoption they can suggest names. **Commissioner Zaft:** Asked whether volunteers can put comments on the cards. **DFO Selder:** Responded that they can, but only staff can update comments on Chameleon. **Commissioner Wolfson:** Asked whether volunteers can put things up on the cages. **DFO Selder:** Responded that coordination is needed with shelter staff. **Commissioner Zaft:** Recommended that orientation information be placed on sign in prominent location and have applications available. **Commissioner Brent:** Asked whether department has considered applying to ASPCA or Pet Smart Foundation to fund a position. **GM Barnette:** Responded that we need to ask about that – if funds are not identified in future years, the person is laid-off. **AGM Chavez:** Added that grant funded positions are approved through a resolution authority for one year that is extended if there is additional funding. **Commissioner Wolfson:** Asked whether the vests recommended by Michelle Cornelius can be paid for through the AWTF. **Commissioner Zaft:** Replied that it falls within the definition. **DFO Selder:** Responded that a budget will be developed with the various options.

B. Calendar Year 2015 Board Meeting Schedule

Board Secretary Moreno discussed proposed 2015 schedule.

Commissioner Gross: Requested an additional evening meeting be added in order to hold a meeting at the facility operated by Best Friends in Mission Hills. **Commissioner Zaft:** Requested that staff review the schedule to determine where to incorporate the 7th evening meeting.

Commissioner Gross moved to approve the proposed 2015 meeting schedule with the additional meeting at the Best Friends' facility. **Commissioner Wolfson** seconded. The motion carried 5-0.

7. ADJOURNMENT

Commissioner Brent motioned to adjourn the meeting and **Commissioner Yañez** seconded. Motion carried 5-0. Meeting ended at 11:15 p.m.

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DEPARTMENT OF
ANIMAL SERVICES
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BRENDA F. BARNETTE
General Manager

JOHN CHAVEZ
Assistant General Manager

Report to the Board of Animal Services Commissioners
Brenda Barnette, General Manager

COMMISSION MEETING DATE: January 27, 2015 **REPORT BY:** John Chavez

REPORT DATE: January 23, 2015

TITLE: Asst. General Manager

**SUBJECT: RECOMMENDATION TO REDUCE THE ADOPTION FEE FOR IMPOUNDED FOWL
FROM A HUMANE INVESTIGATION ON AUGUST 15, 2014**

BOARD ACTIONS RECOMMENDED:

- AUTHORIZE the General Manager to reduce the adoption fee from \$17 to \$5 per fowl for 64 fowl (chickens) impounded on August 15, 2014.

SUMMARY

The Department has not been able to adopt out the remaining 64 fowl impounded on August 15, 2014. This is partially due to the \$17-per-fowl cost to adopt. These fowl continue to drain Department resources and staff time due to extended care and ongoing medical conditions. The Department is recommending reducing the adoption fee to \$5.

BACKGROUND

The Department impounded 272 chickens on August 15, 2014 from the 5000 block of Willis Avenue, Van Nuys. These animals were found in deplorable conditions, made worse by temperature readings in triple digits that day. Many of these animals were in poor condition, with mites, feather-plucking behavior, and respiratory problems. While Animal Services staff is to be commended for properly caring for these chickens since their impoundment, the overall health of these fowl is deteriorating the longer they are in the shelter. They also risk jeopardizing the health of other fowl introduced in the shelters.

The Department's seizure was upheld and the owner refused to pay to redeem her animals. The Department now has full ownership and custody of the fowl. Some rescues and others are finding the \$17 per fowl fee an impediment to giving these animals a good home. Poultry rescue groups have shown interest in rescuing multiple chickens and have indicated that a lower fee would be an

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incentive for them to rescue. The fowl would not be adopted out to any organization or individual for slaughter or food product. It should be noted that all of the fowl require some type of medical attention.

AUTHORITY TO WAIVE ALL OR ANY PORTION OF FEES

The Los Angeles Municipal Code Section 53.11 (p) allows the General Manager to waive all or any portion of the fees listed in Section 53.12(a) upon the approval of the Board of Commissioners if the animal is being released to a non-profit humane or rescue organization that meets the eligibility criteria established by the Board. (See the attached documents.)

FISCAL IMPACT:

A \$5 fee per fowl would reduce General Funds by \$12 per fowl. (The General Fund would receive \$768 less in total.) However, this is a negligible impact on the General Fund when taking into account the time and resources the Department is exhausting for daily care and medical services required to maintain these fowl for adoption.

Approved:

Brenda Barnette
Brenda Barnette, General Manager

Attachments:

LAMC Section 53.11(p)
LAMC Section 53.12

BOARD ACTION:

_____ Passed

Disapproved _____

_____ Passed with noted modifications

Continued _____

_____ Tabled

New Date _____

(o) Notwithstanding any other provision of this Article, the Board of Animal Services Commissioners, subject to the approval of the City Council, shall establish a calendar of specific adoption events and certain time periods within a fiscal or calendar year during which the General Manager may reduce the fees listed in Section 53.12(a) by up to 50%, and may reduce or waive the fees for an electronic animal identification device (microchip) established pursuant to Section 53.15.5, in order to encourage and promote pet adoptions. **(Amended by Ord. No. 180,697, Eff. 6/26/09.)**

➔ (p) **(Amended by Ord. No. 180,697, Eff. 6/26/09.)** Subject to the approval of the Board of Animal Services, the General Manager may waive all or any portion of the fees listed in Section 53.12(a) and all or any portion of the electronic animal identification device (microchip) fees established pursuant to Section 53.15.5 upon the release of any animal which has been held by the Department for the legal holding period plus at least one additional day, to a non-profit humane or rescue organization that meets the eligibility criteria of a program established by the Board of Animal Services Commissioners designed to increase adoptions by partnering with non-profit humane or rescue organizations, when the organization enters into an agreement with the Department to comply with the program requirements. The designation of an animal as releasable shall be in accordance with the Department's policies concerning the adoption of such animals. The Board shall adopt guidelines for fee waivers by the Department, taking into account an animal's adoptability and the availability of shelter space. A fee waiver will be made only upon the condition that any animal so released may not be sold by the receiving organization but may be adopted out to a member of the public for an adoption fee which does not exceed the organization's aggregate cost recovery. The organizations receiving fee waivers may be audited annually by the City.

For the purposes of this section, rescue and humane organizations are defined as California non-profit corporations that are exempt from taxation under Internal Revenue Code section 501(c)(3), participate in early age spay/neuter of animals, comply with all State and local laws regarding the humane care and treatment of animals, and in addition, whose mission is in whole or in part the rescue and placement of companion animals including but not limited to dogs, cats, rabbits, gerbils, hamsters, birds, equine animals, farm animals or reptiles, and/or the trapping, neutering and returning of feral cats.

(q) The General Manager may waive all or any portion of the fees, including license taxes and fees, upon the release of any animal which has been held by the Department for the legal holding period to another municipal or county animal control agency, a Society for the Prevention of Cruelty to Animals (SPCA), or to a local animal control agency or entity responsible for enforcing animal-related laws for one or more municipalities or counties. The designation of an animal as releasable shall be in accordance with the Department's policies concerning the adoption of such animals. Societies for the prevention of cruelty to animals are California non-profit corporations that perform humane services and are incorporated under the provisions of California Corporations Code Section 10400 and the Non-profit Public Benefit Corporation Law in Part 2 of the California Corporations Code, beginning at Section 5110. **(Added by Ord. No. 180,697, Eff. 6/26/09.)**

SEC. 53.12. ANIMAL SHELTER ADOPTION FEE SCHEDULE.
(Title and Section Amended by Ord. No. 180,697, Eff. 6/26/09.)

(a) **(Amended by Ord. No. 181,341, Eff. 11/14/10.)** The Department shall charge and collect fees of the types and in the amounts set forth in this Section, or as revised in the manner set forth in this Section, to recover the costs incurred by the City in connection with animals adopted or redeemed from City animal shelters. From time to time the Board of Animal Services Commissioners shall determine the verifiable total costs incurred by the City in connection with animal impoundment and adoption, and develop and recommend to the City Council for approval, a reasonable revised fee schedule for animals adopted or redeemed from the animal shelters, including those adopted through special programs. Upon approval by the City Council, the Department shall promulgate the revised fees in an appropriate manner for the information of the public. Unless revised as set forth herein, the Department shall charge and collect the following fees:

Spay or neuter, dog, cat or rabbit	\$40.00
For each dog adopted	\$102.00
For each dog redeemed	00
For each cat adopted	\$76.00
For each cat redeemed	00
For each dog redeemed, 2nd occurrence	\$25.00 additional
For each dog redeemed, 3rd occurrence or more	00 additional
For each cat redeemed, 2nd occurrence	\$13.00 additional
For each cat redeemed, 3rd occurrence or more	00 additional
For each equine animal sold or redeemed	\$325.00
For each sheep, swine, goat or other animal sold or redeemed	\$26.00
For each small pet, reptile or bird sold or redeemed	\$17.00
For each rabbit sold or redeemed	\$16.00
Relinquishment fee for a dog	\$25.00
Relinquishment fee, including pickup, for a dog	\$59.00
Relinquishment fee for a cat	\$22.00
Relinquishment fee, including pickup, for a cat	\$56.00
Relinquishment fee for a rabbit	\$18.00
Relinquishment fee for an equine animal	\$237.00
Relinquishment fee, including pickup, for an equine animal	\$333.00
Relinquishment fee for a small animal	\$11.00
Relinquishment fee for other animals	\$25.00
Relinquishment fee, including pickup, for other animals	\$55.00

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BRENDA F. BARNETTE
General Manager

JOHN CHAVEZ
Assistant General Manager

Report to the Board of Animal Services Commissioners
Brenda Barnette, General Manager

COMMISSION MEETING DATE: January 27, 2015 **REPORT BY:** John Chavez

REPORT DATE: January 9, 2015

TITLE: Asst. General Manager

SUBJECT: REQUEST FOR PROPOSALS FOR THE OPERATION OF A MOBILE SPAY AND NEUTER CLINIC

BOARD ACTIONS RECOMMENDED:

1. AUTHORIZE the Department to release a Request for Proposals (RFP), substantially in the form attached, for the operation of a mobile spay/neuter clinic, subject to approval of the City Attorney as to form and legality.
 2. DIRECT the Department to report back to the Board with the recommended proposer and a draft two-year agreement, with three one-year renewal options.
-

SUMMARY

The Department of Animal Services has a contract with the Amanda Foundation to provide mobile spay and neuter services. This contract expires in November 2015 and it cannot be extended. To ensure that this critical service continues to be provided, the Department is requesting authority to release a Request for Proposals ("RFP") and contract with an operator to provide free spay/neuter surgeries for dogs and cats belonging to low-income residents.

BACKGROUND

A contracted mobile spay/neuter clinic, the Amanda Foundation, has operated in Los Angeles since 2009. Amanda Foundation provides free spay/neuter services for low-income, senior, and disabled Los Angeles residents. However, this contract expires on November 29, 2015 and it cannot be extended. Therefore, Animal Services needs to release an RFP to procure services with a contractor to continue these vital sterilization services.

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PERSONAL SERVICES AGREEMENT

The mobile clinic will be operated pursuant to a Personal Services Agreement with the City of Los Angeles. As per the City Charter, such agreements are entered into through a competitive process. To be considered for award of an agreement, interested parties must respond to this RFP according to the instructions and guidelines stated in the document. The most qualified proposer, at the best overall value to the City, will be recommended for award.

The Board of Animal Services Commissioners will award the contract and forward the agreement for City Council approval. Services shall only begin upon full execution of the contract by the parties and attestation by the City Clerk.

MINIMUM REQUIREMENTS

The operator must have at least five years of recent experience or must show a contract, partnership or similar relationship with a California-licensed veterinarian with at least five years of recent experience in high-volume spay/neuter clinics and/or mobile clinics.

TERM

The term of the agreement will be for two years, renewable at the City's discretion for three additional one-year terms, for a maximum of five years.

ESTIMATED VALUE OF AGREEMENT

The total available funding is \$500,000 per year. The Department expects that a minimum of 6,000 dogs and cats will be sterilized.

FISCAL IMPACT:

There is no impact to the General Fund. Funds will be used from the Animal Sterilization Fund.

Approved:



Brenda Barnette, General Manager

Report to the Board of Animal Services Commissioners

Subject: RFP for Mobile Spay/ Neuter Clinic

January 27, 2015

Page 3

BOARD ACTION:

_____ Passed

Disapproved _____

_____ Passed with noted modifications

Continued _____

_____ Tabled

New Date _____



**City of Los Angeles
Department of Animal Services**

REQUEST FOR PROPOSALS

For the Operation of
Mobile Spay/Neuter Clinic(s)
In the City of Los Angeles

D – R – A – F – T

RFP Release Date:
TBD

Deadline to Submit Proposals:
TBD

Deliver to:
Attention: John Forland
Department of Animal Services
200 North Spring Street, 21st Floor
Los Angeles, California 90012
Phone: (213) 482-9554
Fax: (213) 482-9511
john.forland@lacity.org

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I. INTRODUCTION

The City of Los Angeles ("City"), Department of Animal Services ("Department"), is releasing this Request for Proposals ("RFP") to seek one or more operators of a mobile spay/neuter clinic to provide free spay/neuter surgeries for dogs and cats belonging to low-income Los Angeles residents.

The City of Los Angeles, through the Department, will help subsidize these surgeries by payments to the mobile van clinic operator. The Department recognizes that its subsidy may only fund a portion of the actual cost to operate the mobile clinic. Department-subsidized mobile spay/neuter clinics have operated in Los Angeles for several years under contract to the Department, providing free spay/neuter services for low-income, senior, and disabled Los Angeles residents.

The Department will select one or more mobile vans to operate following a schedule and deployment plan as yet to be determined. This approach will help meet the City's goal to make spay/neuter services accessible to residents in low-income communities. These communities often have relatively high numbers of intact animals and thus are in most need of the mobile clinic's services.

Personal Services Agreement

The mobile clinic(s) will be operated pursuant to a Personal Services Agreement with the City of Los Angeles. As per the City Charter, such agreements are entered into through a competitive process. To be considered for award of an agreement, interested parties must respond to this RFP according to the instructions and guidelines stated herein. The most qualified proposer(s) for the required services, at the best overall value to the City, will be recommended for award.

The Board of Animal Services Commissioners will award the contract(s) for the Department. Subsequent to consideration and approval of award by the Board, the agreement reviewed by the City Attorney and the Mayor's Office, and subject to approval by the City Council. Services shall only begin upon full execution of the contract by the parties and attestation by the City Clerk.

The attached Personal Services Agreement will be revised accordingly, depending upon whether one or more proposals are accepted for award of a contract.

Minimum Requirements

The operator must have at least five years of recent experience or must show a contract, partnership or similar relationship with a California-licensed veterinarian with at least five years of recent experience in high volume spay/neuter clinics and/or mobile clinics.

Term

Unless terminated earlier pursuant to the agreement or pursuant to termination provisions within the attached exhibits incorporated herein, the term of the agreement

will be for two years, renewable at the City's discretion for three additional one-year terms, for a maximum of five years.

Estimated Value of Agreement

The total available funding is \$500,000 for the first year for one contractor. The Department expects that a minimum of 6,000 dogs and cats will be sterilized. Depending on the contractor(s) proposed fees, the Department will negotiate an appropriate contract amount. **No guarantee is given or implied as to the total amount to be paid to the contractor during the term of the agreement(s). Conversely, additional funding may be available to fund additional surgeries.** The Department recognizes that its subsidy may only fund a portion of the total cost to operate the mobile clinic; it is the operator's responsibility to identify other sources of revenues or funding in order to recover the cost of operating the mobile clinic. For example, operators who offer additional services to the public may generate additional revenues; operators may also seek funding from private sources (donations, grants, etc.).

Each contract amount will be determined based upon the responder's capacity, the number of operators selected, the payment requested for each surgery, and other factors in the RFP response.

Definitions

The following terms used in this RFP shall be construed as follows:

- "Board" means the Board of Animal Services Commissioners.
- "City" means the City of Los Angeles, acting by and through the Department of Animal Services.
- "Contract" is synonymous with "Agreement" and means the agreement to be executed as a result of this RFP.
- "Contractor" means the veterinarian, individual, foundation, partnership, corporation, or other entity to which an agreement is awarded.
- "Department" means the Department of Animal Services.
- "Mobile Clinic" means the mobile spay/neuter clinic to be operated by a Contractor awarded an agreement.
- "Proposer" means any veterinarian, individual, foundation, partnership, corporation, or other entity who submits a proposal in response to this RFP.

II. ABOUT THE DEPARTMENT OF ANIMAL SERVICES

Services at the Animal Care Centers

The Department offers a wide range of programs and services, including pet adoption, licensing, low-cost spay/neuter services, microchipping, foster programs, volunteer programs, permits, prevention of animal cruelty, and community outreach programs, among others. Most of our services and programs are offered through our Animal Care Centers located throughout Los Angeles, where staff receive stray or turned-in animals, and after an initial check-up, hold the animals for the legally required period of time before placing them up for adoption. The centers' veterinary staff looks after the health of the center's animals and treats those needing special care.

New and Expanded Animal Care Centers

With the passage of the City's Proposition F, the Fire and Animal Facilities Bond, Los Angeles voters signaled their support for new, expanded, and modern facilities for animal care and human interaction. Seven new or expanded facilities provide community-oriented animal care, a safe environment for animals in the Department's care, and establish community relationships to enhance responsible pet ownership and to increase the number of pets reclaimed by owners or adopted to new homes. Each new or expanded center features comfortable and safely designed public areas and state-of-the-art veterinary care, examination, and observation spaces. All include a major expansion of dog kennel space and large kitchens for preparing animal meals. They feature "get-acquainted" rooms for cats and outdoor yards for the adopter to get to know dogs and other animals. The new outdoor kennels keep animals comfortable with radiant heating built into the concrete kennels for winter, and misting systems for hot days, while human visitors will enjoy the garden settings of the kennel areas. Large community rooms will be used for everything from staff training to community events.

Additional information regarding the Department is available online at: www.laanimalservices.org.

III. DEPARTMENT EVENTS

The Contractor will be asked to take part in the Department's various adoption events by locating the mobile clinic at the event to provide its free spay/neuter services. These events include pet adoption weekends, mobile pet adoptions, pet fairs, and super adoption events.

IV. PERSONAL SERVICES AGREEMENT

The proposed Personal Services Agreement is attached as an attachment, and will be the Agreement, substantially in the form as attached, to operate the Mobile Spay and Neuter Clinic. Portions of the top-ranked proposal may be incorporated into the final executed Agreement. Attached to the Agreement are the City's Standard Provisions for City Contracts (Rev. 03/09).

V. REQUIREMENTS FOR SUBMITTING A PROPOSAL

A. Deadline for Submission

To be considered, proposals must be received on or before TBD, 4:00 p.m. Pacific Time, at the address listed below.

B. Where to Submit your Proposal

Submit your proposal in a sealed envelope or box labeled "Proposal to Operate A Mobile Spay/ Neuter Clinic." Indicate your name and address on the outside and deliver to:

Attention: John Forland
Department of Animal Services
200 North Spring Street, 21st Floor
Los Angeles, California 90012

C. Number of Copies

Please provide one (1) original and five (5) photocopies and plainly identify the respective documents.

D. Administrative Requirements for Submittal

All proposals must adhere to the following:

1. Acknowledgment of Terms and Conditions: A proposal submitted in response to this RFP shall constitute acknowledgment and acceptance of all terms and conditions set forth herein. Failure of the successful proposer to accept these obligations may result in cancellation of the Contract award.
2. Format of Proposals: Proposals must be typewritten, in English, and should be prepared simply and economically, avoiding the use of unnecessary promotional materials.
3. The RFP and the top-ranked proposal(s), or any part thereof, may be incorporated into and made a part of the Contract. The City reserves the right to further negotiate the terms and conditions of the Contract with the selected Contractor(s).

4. The City reserves the right to withdraw this RFP at any time, to reject any and all proposals, to choose not to award a Contract, and to waive any informality in the process when to do so is in the best interest of the City.
5. A proposer may withdraw a submitted proposal in writing at any time prior to the specified due date and time. Faxed and e-mailed withdrawals will be accepted. A written request to withdraw, signed by an authorized representative of the proposer, and must be submitted to the Department at the address specified herein for submittal of proposals. After withdrawing a previously submitted proposal, the proposer may submit another proposal at any time up to the specified submission deadline. All proposals submitted and not withdrawn prior to the end of the submission deadline may not be withdrawn after the submission deadline for a period of ninety (90) days following the deadline for submission of proposals specified in this RFP.
6. Timeliness of Proposals: Allow adequate mail delivery time to ensure timely receipt of the proposals. Late proposals will not be considered for review. The City reserves the right to determine the timeliness of all proposals submitted. At the day and time appointed, all timely-submitted proposals will be opened and the name of the proposer(s) may be announced. No other information about the proposals will be made public until after a recommendation for award is made to the Board.
7. Deadline Extension: The City reserves the right to extend the deadline for submission should such action be in the best interest of the City. In the event the deadline is extended, proposers will have the right to revise their proposals. Proposals may be withdrawn personally, by written request, prior to the scheduled closing time for receipt of proposals.
8. All proposals submitted in response to this RFP become the property of the City.
9. Prohibition of Communication during Evaluation Period: After the submittal of proposals and continuing until a Contract has been awarded, all City personnel involved in the RFP will be specifically directed against holding any meetings, conferences, or technical discussions with any proposer except as provided in the RFP. Questions regarding this RFP should be directed only to the RFP/ Contract Administrator indicated on the cover. Failure to comply with this requirement may terminate further consideration of that proposal.
10. Cost of Preparation: All costs of proposal preparation shall be borne by the proposer. The City shall not, in any event, be liable for any expenses incurred by the proposer in the preparation and/or submission of the proposal.
11. Questions: For questions regarding this RFP, contact John Forland at (213) 482-9554, or at john.forland@lacity.org.

VI. CONTENTS OF SUBMITTED PROPOSALS

ALL information requested must be included in your submitted proposal. The proposal must include:

- A cover letter
- Evidence of financial capability
- Description of your qualifications and experience
- Description of your mobile clinic
- A business plan
- Financial planning
- Proposed fees
- Additional information, if any
- Completed administrative requirements forms.

For each of the above sections, provide the following:

A. Cover Letter

Include a cover letter from, and signed by, your authorized representative indicating intent in providing the requested services. The cover letter must provide complete contact information of the person or persons authorized to speak on the proposer's behalf regarding the proposal. Include the name and title of this person, mailing address, telephone, fax, and email addresses.

B. Financial Capability

Provide copies of bank statements, letters of credit, etc., to demonstrate sufficient financial capability to cash flow the operation during the initial period and through the entire term of the Contract, including sufficient resources to equip the clinic, provide adequate staffing, and to provide required bonds. (**Note:** You do not need to submit multiple copies of documentation to demonstrate financial capability. You must include this in your original submittal, but may omit in the copies of your proposal. Material that is considered confidential should be kept together and clearly marked confidential.)

C. Qualifications and Experience

Contractor must have a veterinarian licensed by the California Veterinary Medical Board, and all other necessary staff such as veterinary technicians, etc., and will be required to maintain current licenses from the Board of Consumer Affairs, the Drug Enforcement Administration (DEA), and any other regulatory agencies requiring licensure. Include in your proposal:

- A detailed description of your veterinarian's qualifications and credentials, as well as the qualifications and credentials of key staff
- Copies of licenses currently held
- Provide a list of at least three references for the last five years
- Include resumes of key staff

Proposer must have at least five years of recent experience; or, must show evidence of having a California-licensed veterinarian with at least five years of recent experience in high-volume spay/neuter clinics and/or mobile clinics, on staff on under contract. Describe your experience in providing spay/neuter services:

- How many clinics have you operated? Mobile clinics or stationary? For how many years?
- Describe the medical services provided (surgeries, procedures, etc.)
- Describe the volume of services (number of surgeries, types of animals, etc.)
- Describe experience in performing prepubescent sterilizations on dogs and cats

D. Description of Mobile Clinic

Submit a description of your mobile clinic:

- Year and make of vehicle
- Maintenance history. What are your plans for vehicle maintenance?
- Amenities: number of cages, capacity, etc
- Fixtures and equipment

E. Business Plan and Financial Planning

Submit a proposed operation plan. This must reflect an understanding of the overall goals of the Department and should demonstrate an interest in assisting with the Departments' goals to promote and protect the health, safety, and welfare of animals and people in Los Angeles, including achievement of a permanent No-Kill policy. The plan should include:

- Number of staff, and categories of each (veterinary, vet technician, clerical, etc.)
- Description of equipment to be used (indicate whether new, used, etc)
- Number of days/hours per week you would be available to operate the mobile clinic
- A plan to track surgeries and other services; describe any software to be used for such tracking
- A plan to sell dog licenses (you will be reimbursed \$2 for every license sold).
- Facility maintenance plans and procedures
- Methods of accounting
- Advertising and community outreach plans
- Customer service:
 - Proposed hours and days of operation
 - Added-value services

Indicate your financial planning:

- What is your annual operating budget?
 - What are your start-up costs?
 - What will your expenses be?
- Other than the Department subsidy, what are your sources of revenue?
 - Will you generate additional revenues through sales? If so, describe.
 - Will you rely on grants, donations, private funds, or other sources?
 - If so, describe your plans to secure this additional funding.

- Provide a projected financial statement, preferably in the form of a spreadsheet, for the operation of the clinic for at least the first three years, showing projected operating expenses and projected revenues. You may indicate categories of services in your projected revenues, as well as categories of projected expenses (e.g. salaries, supplies, fees and insurance, etc.). *You do not need to disclose proprietary or confidential information*, but you should demonstrate realistic expectations of revenues and all expenses, and show that you are able to plan a financially viable operation. As a reminder, you should indicate those sections of your proposal which you consider proprietary or confidential (see the Disposition of Proposals in the Administrative Requirements and Forms Document, attached).

F. Proposed Fees Worksheet

The City shall pay the Contractor for each free spay/neuter surgeries performed by the operator. The amount of the fees is a proposal item and must be one flat fee for dog spays, one flat fee for dog neuters, one flat fee for cat spays, and one flat fee for cat neuters. Costs for occasional large dogs, pregnant/in-heat dogs, dogs with reproductive organ conditions, etc, must be factored into this flat fee. The current payment schedule will be made available upon request.

Indicate your fees by detailing how many dogs and cats you will propose to spay and neuter, the fee per surgery, the estimated number of surgeries per year, and the cost per year. The Department's proposed annual budget for this contract is \$500,000 and the Department expects a minimum of 6,000 spay and neuter surgeries to be performed for this amount.

G. Additional Information (if any)

Provide any additional information which you believe will further demonstrate your ability to meet or exceed the requirements listed in this RFP and the Agreement. Any additional information may address:

- Your qualifications and experience
- Proposed methods of providing services
- Additional services which are available in addition to those listed in the Agreement (additional methods of accomplishing the Department's goals)
- Bilingual capabilities
- Explanations of any disciplinary actions, suspensions of license, claims, etc., if any
- Any other information which further demonstrates your ability to achieve the Department's goals

If no additional information is to be provided, state *"No additional information to provide."* in response to this section.

H. Administrative Requirements and Forms

All bidders and proposers seeking to enter into contracts with the City of Los Angeles are required to comply with the City's contracting requirements. The forms

listed below correspond to these requirements; proposers are to complete and submit all required documents with their proposal.

Forms and complete instructions are found in the companion document “Administrative Requirements and Forms,” attached with this RFP. You do not need to submit multiple copies of these forms; you must include them in your original submittal, but may omit them in the copies of your proposal.

Documents to be included with your proposal are:

- TBD

The Department reserves the right to request additional information and/or clarification regarding submitted documents during the evaluation.

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VII. ADDITIONAL REQUIREMENTS OF SELECTED CONTRACTOR

After award of the Agreement, and prior to execution, the selected Contractor shall complete and submit the following (forms to be provided to the selected Contractor):

- TBD

The following must be submitted to the Department before Contract execution:

- TBD

VIII. REVIEW, EVALUATION, AND AWARD

A. Minimum Requirements

1. Review of Proposals

Staff will review all proposals to determine if they meet the minimum requirements contained in this RFP. Proposer must have at least five years of recent experience; or, must show evidence of a California-licensed veterinarian with at least five years of recent experience in high volume spay/neuter clinics and/or mobile clinics. The Department reserves the right to request additional information to clarify a submitted proposal.

2. Financial Capability

Proposer must demonstrate that it has sufficient financial capability to cash flow the operation during the initial period and through the entire term of the Contract.

Proposers who fail to meet the minimum requirements stated herein, or who fail to demonstrate sufficient financial capability, may be disqualified from further evaluation and may be deemed non-responsive. Proposers will be further evaluated as follows:

B. Evaluation

An evaluation panel may be convened to evaluate proposals, may interview proposers whose proposals have met the minimum requirements, and may be asked by the Department to recommend an award of a Contract. Said panel may be comprised of Department staff and/or other appropriate experts.

Proposals will be rated according to the criteria and point scale below; a perfect score is 68.

Criteria:	0 Not pass	1 Poor	2 Fair	3 Good	4 Excellent
Experience, Qualifications: What have you accomplished or are currently doing? 20%					
Relevant experience of proposer as a group/company/firm	0	1	2	3	4
Relevant experience of the proposer's management and veterinary staff	0	1	2	3	4
Proven ability to provide similar services, demonstrated through previous experience, license history, and other facts; experience may be in providing services to the City of Los Angeles, other government agencies, and/or in the private sector	0	1	2	3	4
Meets or exceeds required qualifications	0	1	2	3	4
Description of Mobile Clinic: What will you use to provide the services? 10%					
Condition of proposed vehicle	0	1	2	3	4
Plans for vehicle maintenance are comprehensive	0	1	2	3	4
Amenities, fixtures, and equipment are sufficient	0	1	2	3	4
Business Plan and Financial Planning: How will you accomplish this? 25%					
Provides all information requested in the RFP	0	1	2	3	4
Thorough operating plan (plans for accounting, inventory, staffing, maintenance, etc)	0	1	2	3	4
Customer service: hours of operation, locations, added-value services, etc.	0	1	2	3	4
Balanced budget; expense & start-up costs match revenue projections	0	1	2	3	4
Plans to generate funding from other sources (donations, etc)	0	1	2	3	4
No major conditions or restrictions; little or no changes in the proposed Scope of Services	0	1	2	3	4
Advertising and community outreach plans	0	1	2	3	4
Cost to City: Is it the best overall value to the City? 45%					
Proposed fees and overall dollar cost to the City	0	1	2	3	4

Fees are demonstrated to be feasible and appropriate	0	1	2	3	4
Fees allow for the most spay/neuter surgeries possible	0	1	2	3	4

All proposals will be evaluated solely on the basis of the criteria listed above and the ranking of any review panel will serve solely to assist Department staff to evaluate the merits and viability of each proposal. Staff will independently formulate a recommendation to the General Manager, who will be free to accept or reject the review panel's recommendation and present a recommendation to the Board in a Board Report. The Board will consider the General Manager's recommendation during a public Board meeting and may accept or reject the General Manager's recommendation in making their decision as to the selection, stating publicly the reasons for their action. The proposed Contract(s) are subject to review by the Office of the Mayor, the City Attorney, and the City Council's approval or rejection pursuant to Charter Section 373.

C. Award of Contract

The General Manager of the Department recommends Contract awards to the Board of Animal Services Commissioners. The Department will notify all proposers in writing of the General Manager's recommendation. Once the contract or contracts are approved by the Board, the selected proposer(s) will complete and submit the additional documents as required by City Ordinance, State, or Federal laws, after which the Contract or Contracts will be forwarded to the Los Angeles City Council for final approval.

Contracts are deemed to be fully executed when signed by all the parties to the contract and attested by the City Clerk.

D. Contractual Arrangements

The proposer(s) selected to perform the services outlined in this RFP will enter into a Contract, approved as to form by the City Attorney, directly with the City of Los Angeles.

E. Verification of Information

The Department reserves the right to verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the Department reserves the right to reject that proposal. If it is determined that a Contract was awarded as a result of false statements or other data submitted in proposal to this RFP, the Department reserves the right to terminate the Contract.

IX. ATTACHMENTS

Attachments:

- TBD

Administrative Requirements and Forms

Proposers will need to address the following items:

- TBD

Persons who submit a response to this solicitation (bidders) are subject to Charter section 470(c) (12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit CEC Form 55 (provided in the Administrative Requirements and Forms Attachment) to the awarding authority at the same time the response is submitted. The form requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at [\(213\) 978-1960](tel:2139781960) or ethics.lacity.org.

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

	July 1- Nov 30, 2014	Dec 1-31, 2014	(A + B = C)
Revenue	YTD Revenue (A)	Current Month (B)	Total (C)
Spay and Neuter Fees (\$7 for sterilized; \$2 for intact)	\$306,725.21	\$55,574.06	\$362,299.27
Donations & Contributions	347,816.13	2,811.66	\$350,627.79
General Fund Subsidy (\$546,000 total for 2014-15)	227,173.00	45,435.00	\$272,608.00
Total Revenue	\$881,714.34	\$103,820.72	\$985,535.06
Expenses/Encumbrances	YTD Expenses (A)	Current Month (B)	Total (C)
Spay and Neuter Program	\$406,453.40	\$46,764.80	\$453,218.20
Transfer to General Fund (for administrative support of the s/n program)			\$0.00
Total Expense	\$406,453.40	\$46,764.80	\$453,218.20
Net Income (Loss)	\$475,260.94	\$57,055.92	\$532,316.86
Cash Balance, beginning , 12/01/2014			\$4,180,694.31
Cash Balance, end, 12/31/2014			\$4,276,925.23
Dog/Cat Spay & Neuter Deposits	\$60,636.50		\$60,636.50
Pet Adoption Deposit	\$980,177.41	\$39,175.00	\$1,019,352.41
ASPCA Grant ¹	\$75,000.00		\$75,000.00
ASPCA Grant 3A	\$304,000.00		\$304,000.00
Fund Balance Residual Encumbrance ²	\$1,146,188.89	\$57,055.92	\$1,203,244.81
Unrestricted & Undesignated Fund Balance	\$946,180.24		\$946,180.24
Residual Equity Transfer ⁴	\$668,511.27		\$668,511.27
Total	\$4,180,694.31	\$96,230.92	\$4,276,925.23

¹ Represents ASPCA grant received to pay for New Hope adoption fees

² Represents net spendable and available funds in the current year

³ Represents ASPCA Grant 3A received to pay for New Hope adoption fees

⁴ 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 Dec 31, 2014**

	July 1- Nov 30, 2014	Dec 1-31, 2014	(A + B = C)
Donations & Contributions	YTD Revenue (A)	Current Month (B)	Total (C)
Donations via direct solicitation	483.33		483.33
Donation -- Big Fix	766.00		766.00
Donations -- \$250 and below	15,691.80	2,666.66	18,358.46
California Community Foundation -- Nellie Rhode Trust	0.00		0.00
Grant-ASPCA ² -New Hope Adoption	25,000.00		25,000.00
Grant-ASPCA 3A-New Hope Adoption	304,000.00		304,000.00
Online Donations	1,875.00	145.00	2,020.00
Total Donations & Contributions	347,816.13	2,811.66	350,627.79

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

	July 1- Nov 30, 2014	Dec 1-31, 2014	(A + B = C)
Amanda Foundation (\$500,000 mobile spay/neuter contract)	\$83,535.00		\$83,535.00
Value Vet (\$500,000 contract for WLA s/n clinic)	\$22,812.00	\$3,922.00	\$26,734.00
SNP LA (\$500,000 contract for Harbor s/n clinic)	\$76,974.40	(\$2,520.00)	\$74,454.40
SNP LA (\$500,000 contracts for East Valley s/n clinic)	\$36,933.00	\$13,330.80	\$50,263.80
ASPCA (\$500,000 contract for SLA clinic)	\$34,526.00	\$2,560.00	\$37,086.00
Other participating vets	\$151,673.00	\$29,472.00	\$181,145.00
Total S/N Program	\$406,453.40	\$46,764.80	\$453,218.20

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

	July 1- Nov 30, 2014	Dec 1-31, 2014	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<u>OTHER PARTICIPATING VETS</u>			
All Pets Medical Center -William Martin	\$10,325.00	\$2,335.00	\$12,660.00
Aloro Pet Clinic -Suresh V. Dogra DVM Inc.	\$4,068.00	\$863.00	\$4,931.00
Angeles Vista Pet Clinic - John D. Hardy	\$210.00		\$210.00
Angelus Pet Hospital -Ahmed a. Khalek	\$666.00	\$568.00	\$1,234.00
Animal Rescue Center -Sis Inc.	\$18,163.00	\$4,500.00	\$22,663.00
Avenue 26 Small Animal Hospital	\$178.00	\$126.00	\$304.00
Center Sinai Animal Hospital -Barlin Inc.	\$1,222.00	\$98.00	\$1,320.00
Community Vet Hospital -Delora Lauver/Edward James Lauver	\$35,243.00	\$9,914.00	\$45,157.00
Cozycroft Pet Hospital - Steve Haerther DVM Inc.	\$2,152.00	\$882.00	\$3,034.00
Devonshire Animal Hospital	\$90.00		\$90.00
Dog & Cat S/N Clinic -MK Veterinary Corporation	\$390.00		\$390.00
Eagle Glen Veterinary Clinic	\$770.00	\$560.00	\$1,330.00
Gateway Animal Hospital	\$2,706.00	\$820.00	\$3,526.00
Green Dog & Cat Hospital -Dina N. Bahl	\$380.00	\$70.00	\$450.00
Highland Park Animal Hospital	\$270.00	\$210.00	\$480.00
Animal Health Care Ctr -Lisa Hsuan Inc.		\$406.00	\$406.00
Mar Vista Animal Med Ctr -Wendy C Brooks	\$90.00	\$240.00	\$330.00
N. Valley Vet Clinic -Todd A. Bender	\$60.00		\$60.00
North Figueroa Animal Hospital	\$33,390.00	\$4,740.00	\$38,130.00
Northridge Animal Med Ctr -Marco Pet Care Inc	\$2,404.00	\$30.00	\$2,434.00
Pet Care Veterinary Center	\$5,930.00	\$1,240.00	\$7,170.00
Porter Pet Hospital	\$2,428.00	\$30.00	\$2,458.00
Roxford Veterinary Clinic - Teresa Long		\$30.00	\$30.00
Shadow Hills Pet Clinic - Satich K. Mohan		\$30.00	\$30.00
South Shores Pet Clinic of San Pedro	\$1,230.00		\$1,230.00
Spay and Neuter of Los Angeles-Pico	\$348.00	\$280.00	\$628.00
Taub Veterinary Services, Inc.	\$3,416.00		\$3,416.00
Valley Animal Hospital of Van Nuys	\$2,442.00		\$2,442.00
Value Vet., Inc.-Canoga Park	\$7,562.00	\$240.00	\$7,802.00
Warren Animal Hospital -Marsan Inc.	\$15,064.00	\$1,260.00	\$16,324.00
Westchester Vet Center -Henry K Yoo	\$266.00		\$266.00
Westside Cat Practice -Thomas H. Elston	\$210.00		\$210.00
Total Other Participating Vets	\$151,673.00	\$29,472.00	\$181,145.00

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

	July 1- Nov 30, 2014	Dec 1-31, 2014	(A + B = C)
Revenue	Yr-to-Date (A)	Curr Mo (B)	Total (A + B = C)
Interest Income	\$5,332.80	\$965.92	\$6,298.72
Donations & Contributions	\$170,069.27	\$14,948.10	\$185,017.37
TOTAL REVENUE	\$175,402.07	\$15,914.02	\$191,316.09
Expenses			
Registration Fees - 2014 NMHP (7 STAFF)	\$1,732.50		\$1,732.50
Phils Ensley-Elephant Vet services		\$5,826.54	\$5,826.54
Printing & Binding -Volunteer Program	\$2,380.35		\$2,380.35
CEQA - Proposed "Cat Program" study	\$157.92		\$157.92
Rabbit Cages for Harbor Shelter	\$7,081.17		\$7,081.17
Harbor Video equipment	\$239.80	\$63.22	\$303.02
Kennel Tags	\$185.30		\$185.30
GSD budget re-appropriation	\$497.88		\$497.88
TOTAL EXPENSES	\$12,274.92	\$5,889.76	\$18,164.68
Net Income (Loss):	\$163,127.15	\$10,024.26	\$173,151.41
Cash Balance, beginning 12/01/14			\$1,875,644.82
Cash Balance, end 12/31/14			\$1,885,652.50

		Dec 1-31, 2014	(A + B = C)
	Yr-to-Date (A)	Curr Mo (B)	Total (A + B = C)
UNRESTRICTED DONATIONS			
AVAILABLE	\$1,043,751.38	\$2,259.75	\$1,046,011.13
RESTITUTION FOR ANIMAL CRUELTY	\$12,912.38		\$12,912.38
COMMUNITY ASSISTANCE	\$767.00		\$767.00
AWARDS & REFRESHMENTS	\$433.00		\$433.00
TOTAL UNRESTRICTED DONATIONS	\$1,057,863.76	\$2,259.75	\$1,060,123.51
RESTRICTED DONATIONS			
WEST VALLEY SHELTER (Shelter maintenance)	\$27,878.74	\$763.13	\$28,641.87
HARBOR SHELTER "	\$24,737.76	\$1,168.50	\$25,906.26
NORTH CENTRAL SHELTER "	\$26,361.39	\$1,709.87	\$28,071.26
SOUTH LA SHELTER "	\$20,176.21	\$550.93	\$20,727.14
EAST VALLEY SHELTER "	\$38,109.16	\$329.00	\$38,438.16
WEST LA SHELTER "	\$54,740.09	\$2,321.50	\$57,061.59
ON-LINE DONATIONS			
SPECIAL TREATMENT AND RECOVERY (S.T.A.R.) PROGRAM	\$12,628.00		\$12,628.00
CHAMELEON DONATIONS			
S.T.A.R. PROGRAM	\$33,789.12	\$5.00	\$33,794.12
FOSTER PROGRAM	\$6,094.87		\$6,094.87
KENNEL PLAQUE SPONSORSHIP	\$30,112.00	\$900.00	\$31,012.00
PUBLIC EDUCATION	\$1,500.00		\$1,500.00
SPECIALIZED MOBILE ANIMAL RESCUE TEAM (S.M.A.R.T.)	\$1,227.41		\$1,227.41
BEST FRIENDS ANIMAL SOCIETY			
Restricted to promote adoptions	\$50,744.00		\$50,744.00
Restricted to adoption ad campaign	\$30,000.00		\$30,000.00
CEQA RELATIVE TO PROPOSED "CAT PROGRAM"			
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
ASPCA			
ASPCA GRANT 1 -CARROLL PETRIE	\$92,800.00		\$92,800.00
ASPCA GRANT 3B -NEW HOPE ADOPTION	\$76,000.00		\$76,000.00
GENERAL SERVICES DEPARTMENT	\$4,356.87	\$0.00	\$4,356.87
TOTAL RESTRICTED DONATIONS	\$531,255.62	\$7,747.93	\$539,003.55
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
TOTAL UNRESTRICTED ESTATE DONATIONS	\$42,857.55	\$0.00	\$42,857.55
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
TOTAL RESTRICTED ESTATE DONATIONS	\$243,667.89	\$0.00	\$243,667.89
TOTAL ESTATE DONATIONS	\$286,525.44	\$0.00	\$286,525.44
TOTAL DONATIONS AND CONTRIBUTIONS	\$1,875,644.82	\$10,007.68	\$1,885,652.50

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 Dec 31, 2014

	July 1- Nov 30, 2014	Dec 1-31, 2014	(A + B = C)
Donations & Contributions	YTD Rev (A)	Curr Mo (B)	Total (A + B + C)
Donations -- Community Assistance Fund	\$1,057.00	\$0.50	\$1,057.50
Donations -- Special Treatment And Recovery (STAR)	\$2,991.83	\$545.00	\$3,536.83
Donations -- Kennel Plaque Sponsorship	\$6,000.00	\$900.00	\$6,900.00
Donations -- Foster	\$60.00		\$60.00
Donation-via Direct AWTF Solicitation	\$1,318.68	\$783.18	\$2,101.86
Donation-via Direct STAR Solicitation	\$523.33	\$291.66	\$814.99
Donations - Grants/Trusts			
Grant - ASPCA ³ (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)	\$52,383.71	\$10,906.76	\$63,290.47
Online Donations			
Animal Welfare	\$4,369.41	\$1,063.00	\$5,432.41
S.T.A.R	\$2,736.00	\$458.00	\$3,194.00
TOTAL DONATIONS	\$170,069.27	\$14,948.10	\$185,017.37