



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES

**REGULAR MEETING AGENDA**  
**Tuesday, April 11, 2017**  
**10:00 A.M.**

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

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DAVID ZAFT  
President

LARRY GROSS  
Vice-President

OLIVIA E. GARCÍA  
ROGER WOLFSON  
ALISA FINSTEN

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) 482-9558.

Si requiere servicios de traducción, favor de hacer pedido con 24 horas de anticipo al (213) 482-9558.

**I. ADMINISTRATIVE APPEALS**

**1. Dangerous Animal Case: DA 161401 WLA**

Respondent: Etta Surjani Hindra

West Los Angeles Animal Care and Control: Captain Wendell Bowers

Complaining Witness: Lana Michelle Ruffins

## **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. NEIGHBORHOOD COUNCIL COMMENTS** - (Discussion with Neighborhood Council representatives on Neighborhood Council Resolutions or Community Impact Statements filed with the City Clerk which relate to any agenda item listed or being considered on this agenda for the Board of Animal Services Commissioners)

- 3. COMMISSION BUSINESS**

- A. Approval of the Minutes for Meeting of March 28, 2017. (Action Item; Public comment limited to one minute per speaker).

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

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

- 6. BOARD REPORTS**

- A. Project Description for Proposed Citywide Cat Program Environmental Impact Report. (Action Item; public comment limited to two minutes per speaker).
  - B. Permission to Release Direct Marketing RFP. (Action Item; public comment limited to two minutes per speaker).
  - C. Use of VitusVet Medical Records App. (Action Item; public comment limited to two minutes per speaker).
  - D. Animal Welfare Trust and Animal Sterilization Fund Balances for (September 2016 - March 2017). (Public comment limited to one minute per speaker).
  - E. Staff Report re New Animal Collection Vehicle Update. (Public comment limited to one minute per speaker).

- 7. DISCUSSION ITEMS**

## **8. ELECTION OF BOARD OFFICERS**

- A. Election of Board Officers (Action Item; Public comment limited to two minutes per speaker).

## **9. ADJOURMENT**

Next Regular Meeting is scheduled for 7:00 P.M., April 25, 2017, at East Valley Animal Shelter, 14409 Vanowen St, Van Nuys, California 91405.

**AGENDAS** - The Board of Animal Services Commissioners (Board) meets regularly every second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of each month at 10:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. Evening Meetings are held in various locations throughout the City, from 7:00 to approximately 9:30 P.M. The agendas for Board meetings contain a brief general description of those items to be considered at the meetings. Board Agendas are available at the Department of Animal Services (Department), Administrative Division, 221 North Figueroa Street, 6<sup>th</sup> Floor, Suite 600, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2<sup>nd</sup> floor Public Bulletin Board in City Hall East, 200 North Main Street, Los Angeles, CA 90012. Internet users may also access copies of present and prior agenda items, copies of the Board Calendar, MP-3 audio files of meetings as well as electronic copies of approved minutes on the Department's 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.

**BOARD OF  
ANIMAL SERVICES  
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PRESIDENT

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# City of Los Angeles

CALIFORNIA



**ERIC GARCETTI**  
MAYOR

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GENERAL MANAGER

DANA H. BROWN  
ASSISTANT GENERAL MANAGER

LOUIS P. DEDEAUX  
INTERIM ASSISTANT GENERAL MANAGER

## NOTIFICATION OF ADMINISTRATIVE APPEAL HEARINGS

**To Be Held:  
Tuesday, April 11, 2017, at 10:00 A.M.**

**City Hall  
200 North Spring Street, 10<sup>th</sup> Floor, Room 1060  
Los Angeles, CA 90012  
(Entrance on Main Street)**

This serves as formal notice pursuant to Section § 53.18(q) 4 of the Los Angeles Municipal Code (LAMC) to the following parties and witnesses in the appeal(s) listed below:

- 1. Dangerous Animal Case: DA 161401 WLA**  
Respondent: Etta Surjani Hindra  
West Los Angeles Animal Care and Control: Captain Wendell Bowers  
Complaining Witness: Lana Michelle Ruffins

These hearings will not be rescheduled, except for good cause.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. 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 additional information, please refer to the Board's "Rules and Procedures for Appeals", or contact the Department of Animal Services at (213) 482-9558, or visit the Department's website: <http://www.laanimalservices.com/>. Written statements are to be submitted to the Commission seven days prior and, if in excess of 50 pages, seven hard copies must be provided. You may submit your statement (50 pages or less) via email to: [ani.commission@lacity.org](mailto:ani.commission@lacity.org).

*Para información en español, llame al (213) 482-9558.*

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**BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES**



**MINUTES  
TUESDAY, March 28, 2017 10:00 AM**

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

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

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David Zaft, President  
Larry Gross, Vice-President  
Alisa Finsten  
Olivia E. Garcia  
Roger Wolfson

Meeting called to order at 10:10 a.m. Commissioners present were Zaft, Gross, Garcia, Wolfson. Commissioner Finsten was absent. Also present from Los Angeles Animal Services (LAAS) Board Secretary Regina Gallegos, General Manager (GM) Brenda Barnette, Assistant General Manager (AGM), Dana Brown and Assistant City Attorney (ACA) Dov Lesel.

**Commissioner Zaft** opened the meeting and provided an overview of the meeting agenda.

**Commissioner Gross** discussed the appeal hearing process and conducted the hearings.

## **I. ADMINISTRATIVE APPEALS**

### **1. Barking Dog Revocation Noise Case: BR 161256 EV**

Respondent: Jeffrey Greene and Austin Greene

North Central Animal Care and Control: Lieutenant John Cessna

Complaining Witness: Herbert & Wanda Doss and Rebecca Flynn

Testimony was provided by Respondent Jeffrey Greene. Respondent Austin Greene was not in attendance. Mr. Jeffrey Greene stated that his son Austin Greene has owned the dogs for over 15 years and they have been great animals to have and be with. Mr. Jeffrey Greene was in shock and upset the day of the incident and unfortunately the gate had been left opened. The Respondent stated he is willing to move the dogs from the City. Testimony was taken from Complaining Witness Rebecca Flynn's Attorney Judy Perez. Ms. Perez stated that the Hearing Officer's report supports the evidence. Ms. Perez mentioned the previous violations; the dogs need to be removed from the community. **Commissioner Garcia** stated for the record she is an acquaintance of Ms. Perez. The Complaining Witness Herbert and Wanda Doss along with their daughter provided testimony. Ms. Doss explained the injuries her father sustained. Mr. Doss provided testimony of the attack, injuries sustained and medical treatment.

**Commissioner Wolfson** motioned to uphold the General Manager's decision. **Commissioner Zaft** seconded the motion and it was approved by a vote of 4-0.

**2. Barking Dog Case: BD 162394 WV** *(heard before item 1.1)*

Respondent: Ryan and Michelle Topacio

West Valley Animal Care and Control: Lieutenant Lorna Esparza

Complaining Witness: Nina Nazari

Testimony was provided by Ryan and Michelle Topacio. The Respondents asked the Board to consider modifying items #2 and #3 of the terms and conditions. The Respondents stated that the cost to modify the fence is a hardship also the dog requires access to the hillside. **Commissioner Zaft** encouraged the Respondents not to let the dog out when not home. **Commissioner Gross** mentioned that the hearing examiner stated the Respondents are taking limited action with dog barking. The Respondents stated that their dog is wearing a functioning anti-barking collar when unsupervised. The Complaining Witness Ms. Nazari explained the two year history of Respondents barking dog. The Respondents are not in compliance of the terms and conditions. Ms Nazari asked the Board not to grant the Respondents request to modify the terms and conditions. **Commissioner Wolfson** mentioned item #2 should stand and item # 3 should be modified. **Commissioner Gross** mentioned the issue is the dog's view of the street and the fence would block the view.

**Commissioner Zaft** motioned to uphold the General Manager's decision. **Commissioner Garcia** seconded the motion and it was approved by a vote of 4-0.

## **II. REGULAR COMMISSION MEETING**

### **1. PUBLIC COMMENT**

**Jim Jensvold:** Talked about shelter statistics intake rates have decreased after declaw bans; handouts were provided.

**Phyllis Daugherty:** Talked about the CBS report and article regarding attacks; there are many attacks; Board not questioning; this is a technical field; it is not about animals. The public does tell the truth at meetings; wants the best for Commissioners.

### **2. NEIGHBORHOOD COUNCIL COMMENTS** - (Discussion with Neighborhood Council representatives on Neighborhood Council Resolutions or Community Impact Statements filed with the City Clerk which



relate to any agenda item listed or being considered on this agenda for the Board of Animal Services Commissioners)

Public Comment:  
None

### **3. COMMISSION BUSINESS**

**A.** Approval of the Minutes for Meeting of March 14, 2017.

**Commissioner Gross** made a motion to approve the minutes.  
**Commissioner Garcia** seconded the motion and it was approved by a vote of 4-0.

Public Comment:  
None

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

**GM Barnette** discussed the following:

- Direct lines for each shelter are posted. There have been no mechanical problems with phone lines in February or March. Sara Ebrahimi is working to correct the information on the website. Brenda Van Den Bosh is updating the low income spay/neuter vouchers.
- Best Friends Animal Society continues to find new and creative ways to help us reach our goal of No Kill. They modified their 2017 adoption incentives to include animals on the Red List (difficult to place and may be euthanized if we run out of space) and Blue List (medical cases likely to recover if give additional medical care).
- On March 23rd, the Department was approached by a representative of Disney with a proposal to pay the adoption fees for the 19 puppies featured on television during the Puppy Palooza event. Disney reps indicated that the donation could only be made to a 501c(3) organization. This was particularly troubling because of ongoing efforts to get an MOU between the Department and the Los Angeles Animal Rescue Foundation, Inc. Finally, a solution was found and the donation was made.
- On March 21st, CBS2 reporter Erica Mandy contacted General Manager Brenda Barnette regarding the two Pit Bulls involved in the attack on the Lincoln Heights regarding the man who died as a result of the injuries he sustained during the incident. The reporter wanted to talk about the statement made in Tuesday's Board of Animal Services Commission meeting by GM Barnette that the animals had already been humanely euthanized. GM Barnette told the reporter that she had misspoken and the animals had not been euthanized pending allowing the appropriate number of days for the owners to appeal.
- On March 17, 2017 Animal Control Officer Julian responded to a report

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from a concerned citizen that a peacock had fishing wire wrapped around and cutting into the bird's leg. The citizen had named the peacock "Hope" and desperately wanted to assist the injured bird. Officer Julian suggested that they lure the peacock into an enclosed garage with food and then he was able to capture the bird. The peacock was impounded and was transported to the West Valley Care Center. The veterinary staff was able to cut off the fishing wire and provide the peacock with medical treatment. The citizen has requested to adopt the bird when it is healed and available.

- On March 16th, we had two subjects plea to Animal Cruelty, Penal Code section 597.1a. Mr. Molina will receive 36 months probation, 50 hours community service, 16 class sessions, and can own no animals. Ms. Morales, will go to sentencing on August 23, 2017.
- On March 9<sup>th</sup>, GM Barnette attended the Valley Alliance of Neighborhood Councils' Annual Mixer. City Controll Ron Galperin, Councilmembers Nury and Paul Krekorian , Board of Public Works President Kevin James also stopped by the event. GM Barnette encouraged each Neighborhood Council to elect a liaison to Animal Services if they haven't already done so.
- On March 20<sup>th</sup>, a new class of recruits will begin their animal control officer training. There are three confirmed officers starting the academy on Monday.
- On March 16th, 16 red slider turtles were seized from 4 separate parties who were illegally selling these animals in the downtown area. ACE Citations were also issued to the violators. This was as a result of a bust that had to be aborted earlier this month.
- On March 8<sup>th</sup>, the Departments Specialized Mobile Animal Rescue Team (SMART) responded to the 18000 blk of Ventura Blvd. for a hawk trapped 20 foot up on the rafters of a loading dock of a market. The hawk flew down to drink water and was able to fly out after on its own

**Phyllis Daugherty:** Great to hear that Disney followed the law and paid for the puppies. Talked about "No Kill" should mean that the numbers of animals coming in are adopted or being humanly euthanized.

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

**Commissioner Zaft:** Praised Hearing Examiner Boswell for doing an excellent job on appeal reports. Commissioner Zaft announced his departure from the Broad. He will start his new employment with the California Attorney General Office.

**Commissioner Gross:** Passed

**Commissioner Garcia:** Passed

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**Commissioner Wolfson:** Passed

Public Comment:  
None

**6. Board Reports**

- A. Staff Report and Recommendation re RFP for 30 days of free health insurance for adopters.

**GM Barnette** talked about LAAS developing and releasing an RFP seeking Free 30 day Pet Insurance for Adopters. **Commissioner Gross** mentioned this is a great idea; asked if the Department is considering more than one insurance company. **GM Barnette** responded the Department will consider more than one depending on how many bidders. **Commissioner Gross** asked if the person taking advantage of this service will be under no obligation beyond the 30 days. **GM Barnette** responded the adopter will have certain amount of time to take advantage of the option. **Commissioner Garcia** asked if the adopter will use a credit card or sign-up. **GM Barnette** responded depending on the RFP. **ACA Lesel** stated that the Board will be able to view the RFP. **Commissioner Zaft** stated that this is a great idea; would like to see 2 or 3 bidders. **Commissioner Wolfson** mentioned he loves the idea. **Commissioner Gross** stated there are many concerns; protection for the adoptee.

**Commissioner Gross** made a motion to adopt the proposal for RFP to incorporate a minimum of 60 days. **Commissioner Wolfson** seconded the motion and it was approved of a vote 4-0.

**Phyllis Daugherty:** Mentioned the Department is endorsing Pet Insurance; The City will have a liability; there are many Pet Insurances on the internet; allow the adopters to choose pet their own pet insurance; adopters will have to provide a card to sign up.

**Kristen Stavola:** Suggested that the Department consider 60 or 90 days Pet Insurance.

- B. Staff Report re Development of LAAS Adoption App and Pet Portal

Kristen Stavola gave a presentation on LAAS Adoption App and Pet Portal. The idea is for the prospective adopter to enter a profile of him or herself (or family) that would be used to generate a list of possible compatible pets that the adopter may want to meet at the shelter. Nothing like this experience presently exists. Once successfully adopted the pet

owner can opt into a pet portal that will provide them with educational and informational programming. And we will give adopters endless resources from informational articles to videos such as those filmed by Robert Cabral. **Commissioner Zaft** mentioned it is an impressive; there two components finding a match and the option to join the portal. **Commissioner Garcia** asked who will be providing the Department with the information to enter into the computer. Kristen responded that volunteers will be trained. **Commissioner Gross** mentioned there is great potential; to get volunteer input on front end. **Commissioner Garcia** asked if there will be a kids' component. Kristen mentioned the app is family friendly. The goal is to get many people educated. **Commissioner Zaft** mentioned there are many great ideas; suggested to focus on two or three things for the Department then build over time; have qualified animal experts. **GM Barnette** mentioned that ACA Dov Lesel will develop the MOU.

**Commissioner Gross** motioned to approve the Development of LAAS Adoption App & Pet Portal. **Commissioner Garcia** seconded the motion and was approved by a vote of 3-0.

Public Comment:

**Phyllis Daugherty:** Mentioned it is a nice idea; labor intense; discourages volunteers from inputting description of animals; License fees shouldn't be waived.

Commissioner Wolfson left the meeting at start of the presentation.

C. Staff Report re ACO hiring and staffing update

**AGM Brown** reported an overview of the staff report. There are a total of 83 ACO's that are authorized by the City for LAAS. There are 54 ACO I's and 29 ACO II's; of the 83 positions there are 25 vacancies the Department is working with Personnel to identify candidates. There are 50 positions currently deployed city wide. **Commissioner Zaft** asked about progress since approval of 25 positions in 2015. **AGM Brown** responded the Department has hired 11 ACO's. **Commissioner Gross** asked if the 25 vacancies could be impacted by the budget. **AGM Brown** responded there is a possibility. **GM Barrette** noted LAAS has received a budget from the Mayor. LAAS has an appointment with City Council Finance Committee in early May. **Commissioner Gross** asked about the field investigations. **AGM** responded at present Personnel Department has an active contract for field investigations. **Commissioner Zaft** thanked the Department for the report.

Public Comment:  
None

#### D. Woofstat Report for February 2017

**GM Barnette** reported an overview of the report. The live/save rate YTD is 86.67% Impounds for cats increased 15%, YTD 3%. Impounds for dogs increased for the month is 8%, YTD 1%. Those are significant numbers however staff is doing a great job. Owner surrenders have increased. The live releases for dogs and cats adoptions are up 3%; all adoptions on animals are up 5% for the month, YTD 11%. The volunteer and foster care programs are increasing; Ace citations have increased; Spay/Neuter is down on goals. **Commissioner Gross** asked about licensing. AGM Brown responded there are areas in licensing to keep up with regularly; licensing numbers need to be updated; The Department hired an Admin Clerk position; overtime is being offered. **Commissioner Zaft** noted huge turn around with adoptions up 40% at South Los Angeles shelter; live release rate is comparable with our other shelters.

Public Comment:

**Phyllis Daugherty**: Asked how much income has been generated from ACE citations. South Los Angeles has many strays that are not showing on record.

#### 7. ADJOURNMENT

Meeting ended at 12:57 p.m.

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INTERIM ASSISTANT GENERAL MANAGER

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

**MEETING DATE:** April 11, 2017

**PREPARED BY:** Brenda Barnette

**REPORT DATE:** April 7, 2017

**TITLE:** General Manager

**SUBJECT:** Project Description for Proposed Citywide Cat Program Environmental Impact Report

**BOARD ACTION RECOMMENDED:**

**APPROVE:** Recommend that City Council direct appropriate City staff to prepare an Environmental Impact Report (EIR) using the attached Project Description for the proposed Citywide Cat Program.

**BACKGROUND:**

In about 2005, the Board of Animal Services Commissioners accepted a proposal from staff to implement a "trap, neuter, return" (TNR) policy for feral cats. The City also distributed vouchers to be used for feral cat spay or neuter surgeries, issued cat trapping permits, and otherwise provided support and referrals to community groups that engage in TNR programs. In June 2008, Urban Wildlands, et al., sued to bar the City from implementing a policy for feral cats without first completing a California Environmental Quality Act (CEQA) environmental review. The Superior Court entered its final judgment and permanent injunction (Injunction) in January 2010, prohibiting, among other things, the City from implementing a TNR program for feral cats until it had concluded an appropriate environmental review pursuant to CEQA (Los Angeles Superior Court Case No. BS115483). In March 2010, the court issued a stipulated order as clarification to the Injunction.

In October 2013, the City issued a "Notice of Intent to Adopt a Mitigated Negative Declaration for the Citywide Cat Program." The City ultimately decided not to proceed with the 2013 Citywide Cat Program and Mitigated Negative Declaration, and instead

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worked on modifying the proposal for the Citywide Cat Program and proceeding with a new environmental review.

Since then, the City has worked on developing a different proposal for the Citywide Cat Program. This new 2017 proposal (Project Description) is more fully described in the attachment. Among other things, the Project Description applies to all “free-roaming cats,” including feral cats and stray cats; implements a substantially modified TNR program; provides funding including funds from the Animal Sterilization Fund to spay or neuter free-roaming cats; and increases the currently permitted number of cats per household from three to five with certain restriction.

To be clear, the Department is not requesting the Board to approve the Project Description for implementation. The Department is requesting the Board to recommend that the City Council to direct City staff to prepare an EIR pursuant to CEQA using the attached Project Description.

One part of the attachment, listed as Exhibit A to the Project Description, consists of a redline copy of the 2005 feral cat program that is subject to the Injunction. The redline shows the places where the Project Description overlaps with the 2005 feral cat program and shows the differences between the current Project Description and the earlier 2005 feral cat program. As part of the Project Description to be used in the preparation of the EIR, the City intends, after approval of the environmental review, to implement certain elements described in the attachment that were originally subject to the Injunction and undertake the necessary legal actions to dissolve the Injunction.

The City has contracted with a consultant to assist in the preparation of an EIR. Staff has developed the proposed Project Description to evaluate potential environmental impacts and any necessary mitigation measures. The process will also provide opportunities for the public to comment on the EIR.

Staff is requesting the Board to recommend that City Council prepare an EIR for the proposed Citywide Cat Program using the attached Project Description. The Board recommendation will be transmitted to City Council.

**RECOMMENDATIONS:**

Recommend that City Council direct appropriate City staff to prepare an EIR using the attached Project Description for the proposed Citywide Cat Program.

**FISCAL IMPACT:**

None.

Approved:

Brenda F. Barnette

**Brenda F. Barnette, General Manager**

**ATTACHMENTS:**

Citywide Cat Program – Project Description, with Exhibit A to the Project Description with redlines to show changes from the 2005 proposal

**BOARD ACTION:**

\_\_\_\_\_ Passed

Disapproved \_\_\_\_\_

\_\_\_\_\_ Passed with noted modifications

Continued \_\_\_\_\_

\_\_\_\_\_ Tabled

New Date \_\_\_\_\_





**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

---

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GUERDON H. STUCKEY  
GENERAL MANAGER

~~Date of Commission Meeting: June 27, 2005~~

~~Date of Report: June 20, 2005~~ \_\_\_\_\_

Report of the General Manager

Subject: **PROPOSED MODIFIED TRAP, NEUTER, AND RETURN (TNR)  
POLICYPROGRAM – REVISED 2017**

**Recommendation:**

That the City of Los Angeles, through its Board of Animal Services Commission ~~(Commission)~~ and the City Council, accepts the Department of Animal Services' (Department) proposal to implement a Modified Trap, Neuter, and Return (TNR) policyprogram as part of the Citywide Cat Program (2017). The Department finds that (i) a large population of ~~homeless and stray (feral)~~ free-roaming cats resides in the City of Los Angeles, ~~(ii) that the interests of humane treatment of animals, public safety and preservation of natural habitats dictates that no cat should live outside of a domestic home,~~ (ii) that it is impractical, inhumane and not cost-effective to attempt to exterminate such populations, ~~(iv)~~ (iii) that there exists in the city a large number of individuals and organizations implementing the practice known as Trap-Neuter-Return, where feral-free-roaming cats are humanely trapped, then sterilized and vaccinated, then returned to their colony and cared for until the end of their natural life, and (i) ~~(iv)~~ that such practice is the most effective way to address this problem and to achieve, in time, the goal of No More Homeless

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Board Report of the General Manager: Modified Proposed Trap, Neuter & Return Policy Program

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Cats and Saving Animals' Lives.

Based upon these findings, the ~~Commission~~ City does hereby declare that TNR is deemed to be the preferred method of dealing with ~~feral free-roaming~~ cat populations as its official policy.

**Summary:**

~~Below is a draft of the preliminary TNR policy for discussion.~~

COLLABORATIONS

Collaborative relationships have been established with organizations experienced with and engaged in TNR to share information, ~~and resources, and personnel.~~ ~~This includes working together on TNR implementation and outreach.~~ -

STAFF

~~All Appropriate~~ Animal Service Center staff will be trained on the basics and benefits of TNR ~~within 30 days of~~ after implementation. A number of different groups have offered to put on training for the staff on TNR. ~~As staffing levels increase, we will have one person at each shelter that will be the TNR Liaison. This person Trained staff~~ can assist staff and the public with any questions they have regarding TNR. ~~It is hoped that once the new shelters are online that this person may be dedicated solely to doing this function. In addition, this person could be responsible for follow up telephone calls to the public and assisting in coordination with TNR groups. In addition, it is the Department's recommendation that the City of Los Angeles purchase additional traps for issuance to our TNR partners and the public. In the future, the TNR Liaison could also be responsible for the coordination of the issuance of shelter traps and training.~~

ANIMAL SERVICE CENTERS

We will develop TNR informational fliers in English and Spanish. We will work with TNR groups to develop literature on TNR to be made available at locations throughout the ~~animal~~ Animal service Service centersCenters and Department website. ~~In addition, we have ordered TNR videotapes to add to the list of tapes that will be shown throughout the day on a continuous~~

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~~loop in the lobbies.~~ The Service Centers ~~will~~ may also be used as locations for TNR training for citizens interested in learning how to TNR or groups involved with TNR in any way who seek to use our meeting space.

OUTREACH

~~We will have a media release and news conference on this issue possibly including participation by the new Mayor. We will develop our TNR informational fliers in English and Spanish (actively working on them as of today). We will have one that is a color tri fold and one that is a one page information sheet. Upon approval, they will be distributed to the Animal Service Centers, City Hall, Council Offices, libraries, neighborhood councils, veterinary offices, etc. Once the policy program is approved, the website will prominently display TNR, not only advising the public on it but also will include links to other sites such as Best Friends Catnippers, Feral Cat Caretakers Coalition, Actors & Others for Animals, Feral Cat Alliance, Alley Cat Allies, etc. for more detailed information on TNR. And we may directly refer the public to other organizations for information on TNR. We will also change the IVR to include a section entitled, “if you are having a problem with a stray or feral cat” which would lead into a push button explanation of TNR and what the citizen can do to help themselves. We will create a TNR educational insert for submission to be placed into DWP bills. We will contact internal City publications such as the Alive Magazine, and other Department’s newsletters to have TNR educational informational articles placed in them. We will also arrange with the CAO’s office to have an educational information flier attached to all City of Los Angeles employee paychecks.~~

TRAPPING PERMITS

~~TNR Collaborators will apply for a yearly trapping permit that would be good anywhere in the City of Los Angeles. In addition the permit would cover any members or satellites of the group. TNR Collaborators card would exempt them from the regular trapping permit requirements. Regular citizens not working through a TNR Collaborators would still be required to comply with the trapping permit requirements. In addition, for the purposes of TNR we should charge only the \$50.00 deposit and not the \$5.00 per day fee, with the understanding that the trap must be returned in a week.~~

FERAL CAT VOUCHERS

~~The Feral Cat Voucher Program needs to continue. We need to increase the number of vouchers~~

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~~we print and find additional money to do so. We should also look into increasing the funding for these vouchers to \$50.00. We should allow anyone to utilize the free vouchers for feral cats that they are caring for. Also we want to utilize the mobile van on certain dates in targeted areas to do nothing but feral cats. We will also attempt to devote some of our personnel resources to recruiting more veterinarians to accept feral cat vouchers.~~

CITIZEN COMPLAINTS

We envision approaching this in two phases:

Phase 1 - Implement ~~Immediately as soon as possible:~~ If a member of the public ~~calls in~~contacts us, and complains about ~~stray/feral~~free-roaming cats, we get their name, address, and phone number. They are then advised that we ~~do may~~ not always be able to pick up stray cats. We advise ~~them of the~~about TNR ~~policy~~ and the benefits of it. We need to encourage ~~them the callers~~ to speak with the neighbors to determine if anyone owns the cats and how the TNR program can help their neighborhood. We need to determine why they want the cat removed and what the exact problem is. We send them literature or direct them to our website to find including a list of TNR groups they can contact for additional assistance and services. ~~Then we need to follow up with the citizen to determine if the problem is resolved. According to the TNR Collaborators they have good success at getting people to do this.~~

The ~~policy program~~ would ~~not allow for~~encourage trapping of ~~feral free-roaming~~ cats ~~for to~~ bringing them into the shelter ~~unless there were very~~primarily for specific reasons. ~~These reasons which~~ include the cat is injured, sick, has bitten someone, or the cat's welfare is in jeopardy, there is a public health hazard, or real harm to people or companion animals. Instead, we will make a strong effort to help the citizen find a solution to the problem without bringing the cat to the Department through sharing resources and ideas as well as collaboration with other organizations.

If a feral-free-roaming cat is brought in to the shelter our policy will be to contact rescue groups and ~~the TNR Collaborators~~groups experienced with and engaged in TNR to make every effort to release the cat to the organization's or owner's authorized representative. place the feral cat in new surroundings, whenever possible. If they are unable to come in for the cat, it may be euthanized.

Phase 2 - ~~Implement in late 2006~~To follow as staffing allows: ~~It is anticipated that Phase 2~~

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~~will become a reality once the new facilities are opened and proper staffing levels are attained. We should then move as soon as possible into a more pro-active role in implementing TNR, such as by (a) issuing and responding to formal applications for TNR services, (b) coordinating the issuance of feral cat vouchers, (c) educating citizens in TNR and providing trap training, (d) loaning out or renting traps, and otherwise actively collaborating with TNR Collaborators on day-to-day matters. We will be coordinating and issuing free-roaming cat spay/neuter vouchers, and otherwise actively collaborating with organizations experienced with and engaged in TNR on day-to-day matters.~~

VETERINARY PROCEDURES

~~In the future, we envision that once the new facilities are open we can utilize our own Spay and Neuter Clinics for the spay/neutering of feral cats brought in by citizens. If they are willing to do the legwork, we can provide the spay/neuter at no cost.~~

CHANGES IN LAWS

~~After reviewing various municipal codes it appears that some may need to be eventually amended, however, this should in no way be an impediment to moving forward on the TNR Policy.~~

~~SEC. 53.00. DEFINITIONS.~~

~~—For the purpose of this article, the following words and phrases are defined and shall be construed as hereinafter set out unless it shall be apparent from the context that a different meaning is intended.~~

~~—“Cat Kennel” shall mean any lot, building, structure, enclosure, or premises, where four or more cats are kept or maintained for any purpose. (Amended by Ord. No. 162,538, Eff. 8/27/87.)~~

~~**The ordinance could be amended to indicate that in the case of TNR, this should not apply.**~~

~~SEC. 53.15.2. BREEDING AND TRANSFER OF DOGS AND CATS.~~

~~—(a) Animal Ownership: Animal Owner, for purposes of this section, shall mean any person harboring, keeping or providing care or sustenance to a domestic animal for 30 or more~~

**Board Report of the General Manager: Modified Proposed Trap, Neuter & Return Policy Program**

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~~consecutive days on property which he/she owns, rents or leases. Such a person shall be subject to the requirements of this chapter. This definition does not apply to government agencies, animal rescue organizations which have demonstrated to the Department that they have implemented an ongoing spay/neuter program as well as an adoption program, or humane societies or societies for the prevention of cruelty to animals if such societies are incorporated under the provisions of California Corporations Code Section 10400 and the Nonprofit Public Benefit.~~

~~The ordinance does not need to be changed since there is already an exemption. This definition does not apply to government agencies, animal rescue organizations which have demonstrated to the Department that they have implemented an ongoing spay/neuter program as well as an adoption program, or humane societies or societies for the prevention of cruelty to animals if such societies are incorporated under the provisions of California Corporations Code Section 10400 and the Nonprofit Public Benefit. We will consider anyone partnering with us for the purposes of TNR to be exempted as long as the animals are spayed/neutered.~~

~~SEC. 53.06.3. TRAPPING PERMIT REQUIRED.~~

~~-~~

~~The Department does not need to change this law.~~

~~SEC. 53.06.5. FEEDING OF NON-DOMESTICATED MAMMALIAN PREDATORS PROHIBITED. (Amended by Ord. No. 175,383, Eff. 9/14/03.)~~

~~—(a) No person shall feed or in any manner provide food or cause to be fed any non-domesticated mammalian predator including, but not limited to, coyotes, foxes, possums, raccoons and skunks.~~

~~-~~

~~This does not apply to stray/feral cats. No change is necessary.~~

~~SEC. 53.09. STRAY ANIMALS. NOTICE REQUIRED~~

~~The Department does not believe this section applies to TNR.~~



~~Board~~ Report of the General Manager: Modified Proposed Trap, Neuter & Return  
Policy~~Program~~

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**Fiscal Impact:**

Unknown at this time.

~~Board Action Required: The Commission adopts TNR as the Department's policy for dealing with feral cats. The Commission directs staff to continue to formulate the policy and collaborate with the TNR experts who have come forward to volunteer their time and expertise to help resolve the applicable details, procedures, and protocols. The Commission request that a formal presentation on implementation be presented for a vote on the date of their choice.~~

~~Passed~~ \_\_\_\_\_

~~Passed with noted modifications~~ \_\_\_\_\_

~~Disapproved~~ \_\_\_\_\_ ~~Tabled~~ \_\_\_\_\_ ~~New Date~~ \_\_\_\_\_

**DRAFT PROJECT DESCRIPTION FOR PROPOSED CITYWIDE CAT PROGRAM**

**ENVIRONMENTAL IMPACT REPORT (APRIL 2017)**

**Definitions for the Citywide Cat Program:**

**“Department”** shall mean the Department of Animal Services.

**“Feral cat”** shall mean, as provided in California Food & Agriculture Code section 31752.5(a)(2), cats with temperaments that are completely unsocialized, although frightened or injured tame pet cats may appear to be feral.

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

**“Stray cat”** shall mean a former pet that is abandoned or has been lost.

**“TNR”** shall mean trap, neuter, and return. **“Neuter”** shall include spay and shall mean sterilization.

**“Return”** shall mean returning to the outdoor location where the cat was found.

**For the Citywide Cat Program, the City proposes to do the following:**

1. Engage in, or provide funds for others to engage in, spaying or neutering free-roaming cats to be returned where they were found.
2. Use City facilities, including community rooms in Department animal shelters, to provide educational programming and allow the free and balanced exchange of information and ideas on any animal related topic including free-roaming cats.
3. Implement a modified version of the TNR program originally proposed in 2005 for free-roaming cats (“Modified TNR Program”). The Modified TNR Program consists of adopting or implementing new ordinances, measures and policies in furtherance of TNR, as follows:
  - a. Make findings that:
    - i. A large population of free-roaming cats resides in the City of Los Angeles;
    - ii. It is impractical, inhumane and not cost-effective to attempt to exterminate such populations;
    - iii. There exists in the city a large number of individuals and organizations implementing the practice known as Trap-Neuter-Return, where free-roaming cats are humanely trapped, then sterilized and vaccinated, then returned to their colony and cared for until the end of their natural life; and
    - iv. Such practice is the most effective way to address this problem and to achieve, in time, the goal of No More Homeless Cats and Saving Animals’ Lives.
  - b. Based upon these findings, declare that TNR is deemed to be the preferred method of dealing with free-roaming cat populations as the City’s official policy.
  - c. Implement collaborations, as follows:
    - i. Establish collaborative relationships with organizations experienced with and engaged in TNR to share information and resources.
    - ii. Train appropriate Animal Service Center staff on the basics and benefits of TNR after implementation. A number of different groups have offered to put on training programs for the staff on TNR. Trained staff can assist staff and the public with any questions they have regarding TNR.
  - d. Utilize Animal Service Centers, as follows:

- i. Develop TNR informational fliers in English and Spanish;
  - ii. Work with TNR groups to develop literature on TNR to be made available at locations throughout the Animal Service Centers and Department website; and
  - iii. Use the Service Centers as locations for TNR training for citizens interested in learning how to TNR or groups involved with TNR in any way who seek to use the Service Centers' meeting space.
- e. Implement outreach, as follows:
  - i. Once the program is approved, the Department website will display TNR information to advise the public and will also include links to other sites such as Best Friends Catnippers, Feral Cat Caretakers Coalition, Actors & Others for Animals, Feral Cat Alliance, Alley Cat Allies, etc. for more detailed information on TNR; and
  - ii. Directly refer the public to other organizations for information on TNR.
- f. Approach citizen complaints, as follows:
  - i. Implement Phase I as soon as possible, to comply with the following:
    1. If a member of the public contacts the Department, and complains about free-roaming cats, the Department will get their name, address, and phone number.
    2. Advise the caller that the Department may not always be able to pick up stray cats;
    3. Advise the caller about TNR and its benefits;
    4. Encourage the callers to speak with their neighbors to determine if anyone owns the cats and how the TNR program can help their neighborhood;
    5. Determine why the member of the public wants the cat removed and what the exact problem is;
    6. Send the caller literature or direct the caller to the Department website to find a list of TNR groups they can contact for additional assistance and services;
    7. Encourage trapping of free-roaming cats to bring to the shelter primarily for the following reasons: the cat is injured, sick, has bitten someone, the cat's welfare is in jeopardy, there is a public health hazard, or the potential of harm to people or companion animals;
    8. Make a strong effort to help the caller find a solution to the problem without bringing the cat to the Department through sharing resources and ideas as well as collaboration with other organizations; and
    9. If a free-roaming cat is brought in to the shelter, contact rescue groups and groups experienced with and engaged in TNR and make every effort to release the cat to the organization's or owner's authorized representative. If they are unable to come in for the cat, it may be euthanized.
  - ii. Implement Phase II as staffing allows: Coordinate and issue free-roaming cat spay/neuter vouchers, and actively collaborate with organizations experienced with and engaged in TNR on day-to-day matters.
- g. Find that the above Modified TNR Program is reflected in Exhibit A, which is the redline modification of the June 2005 Report that was submitted to the Board of Animal Services

**\*DRAFT\***

Commissioners in conjunction with the proposed adoption of TNR as the City's official policy.

4. Undertake other actions related to the Modified TNR Program, as follows:
  - a. Promote TNR for free-roaming cats and assist upon request third parties to carry out the Modified TNR Program, including the following:
    - i. Assist or provide incentives for, or otherwise facilitate the capture, sterilization and release of free-roaming cat[s];
    - ii. Provide discounts or discount vouchers for spay or neuter surgeries for free-roaming cats;
    - iii. Release free-roaming cats from shelters to TNR groups or individuals (consistent with the Modified TNR Program);
    - iv. [intentionally omitted]
    - v. Develop or distribute literature on the Modified TNR Program (i.e., material distributed to the public that specifically focuses on TNR programs such as public outreach by means of fliers that invite persons to engage in TNR or material inviting the public to attend TNR seminars, etc.) or by conducting public outreach on the Modified TNR Program using press releases, fliers or other media.
  - b. Waive cat trap rental fees or security deposits for TNR groups or individuals pursuant to Los Angeles Municipal Code section 53.69(b).
  - c. [intentionally omitted]
  - d. [intentionally omitted]
  - e. Refer complaints about free-roaming cats to TNR groups or individuals who engage in TNR when feasible.
5. Adopt the following changes to the City's codes:
  - a. Modify Section 5.199 of the Los Angeles Administrative Code to allow the Animal Sterilization Fund to be used to spay or neuter free-roaming cats.
  - b. Allow an increase in the currently permitted number of cats per household from three to five with certain restrictions by: (i) changing the definition of "Cat Kennel" in Section 53.00 of the Los Angeles Municipal Code by revising the definition from "four or more cats" to "six or more cats"; and (ii) adding that if a person owns one to three cats, the cats may be indoor, indoor/outdoor, or outdoor; and if the owned cats exceed three, all four or five of the owned cats shall be maintained solely indoors and must be spayed or neutered and microchipped.

The City does not propose to do the following as part of the Citywide Cat Program without further environmental review:

1. Implement any activity marked in ~~strikeout~~ in Exhibit A, unless expressly set forth herein.
2. Interfere with or discourage any City officials or land managers' attempt to enforce any laws or regulations that relate to feral cats and feral cat colonies.
3. Refuse to issue traps for capturing nuisance feral cats, for example, by demanding that injury to pets or damage to property is demonstrated.
4. Refuse to accept trapped feral cats.



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**BRENDA F. BARNETTE**  
GENERAL MANAGER

**DANA H. BROWN**  
ASSISTANT GENERAL MANAGER

**LOUIS P. DEDEAUX**  
INTERIM ASSISTANT GENERAL MANAGER

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

**MEETING DATE:** April 11, 2017

**PREPARED BY:** Sara Ebrahimi

**REPORT DATE:** April 5, 2017

**TITLE:** Public Relations Specialist

**SUBJECT: ISSUE REQUEST FOR PROPOSALS SEEKING VENDOR TO  
STRATEGIZE AND FACILITATE A DIRECT MARKETING  
PROGRAM**

**BOARD ACTIONS RECOMMENDED:**

1. **AUTHORIZE** the Department of Animal Services to release a Request for Proposals (RFP), substantially as attached, for the selection of a contractor to strategize and facilitate a direct marketing program to raise funds, promote the Department and share successes, goals and meaningful stories.
2. **DIRECT** the Department to report back with the recommended proposer and budget for approval to award a two-agreement with three additional one-year renewal options for a total of five years to the successful proposer.

**SUMMARY:**

In the past, the Department was successful in executing direct mail fundraising campaigns but the limited staff available made it difficult to consistently send out mailings and properly acknowledge and thank donors. The purpose of submitting the RFP would allow the Department to implement a comprehensive direct marketing program and work with the successful proposer to raise funds, expand awareness and strengthen the brand for the Department.

**FISCAL IMPACT:**

None.

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Report to the Board of Animal Services Commissioners  
SUBJECT: Request for Proposals to facilitate Direct Marketing program

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Approved:

Brenda F. Barnette

Brenda Barnette, General Manager

---

**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 Selection of a Contractor to Provide  
**Direct Response Fundraising and Marketing Consultation**

City of Los Angeles

RFP Release Date: \_\_\_\_\_, 2017  
BIP Outreach Deadline: \_\_\_\_\_, 2017  
Deadline to Submit Proposals: \_\_\_\_\_, 2017 4:00 p.m.  
BIP Summary Sheet Deadline: \_\_\_\_\_, 2017

**Deliver to:**

Attention: John Forland  
Department of Animal Services  
221 North Figueroa Street, Suite 600  
Los Angeles, California 90012

**RFP and Agreement Administrator:**

Phone: (213) 482-9554  
Fax: (213) 482-9511  
John.forland@lacity.org

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### ATTACHMENTS / EXHIBITS

- Exhibit A – Affirmative Action
- Exhibit B – Business Tax Registration Certificate (BTRC) Number
- Exhibit C – Equal Benefits Ordinance
- Exhibit D – Proposer Checklist
- Exhibit E – Proposer Background Information Form
  
- Attachment A – Standard Provisions for City Contracts

## I. INTRODUCTION

---

### Summary

The City of Los Angeles ("City"), Department of Animal Services ("Department") is releasing this Request for Proposals ("RFP") to seek one or more qualified individuals or firms ("Proposers") which offer professional direct response fundraising and marketing services on an annual basis. Services provided shall include, but not be limited to, strategy and implementation of a direct marketing program, creation of direct marketing packages, production and fulfillment, data management and analysis, and other related fundraising and marketing components. The Department shall be the exclusive animal welfare client in Southern California.

### Award of Contract

To be considered, interested parties must respond to this RFP according to the instructions and guidelines stated herein. The Department intends to award a two-year contract to the person or entity who is the top-ranked Proposer, renewable at the City's sole discretion for up to four additional years, for a period of up to six years.

The Proposer who demonstrates it is the most qualified to provide the required services according to the City's Terms at the best overall value to the City, will be recommended for contract award. The Contract will be subject to review by the City Attorney, and subject to approval by the Board of Animal Services, the Mayor, and the City Council, prior to contract execution and start of services.

### 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.
- "Agreement" means the agreement executed as a result of this RFP.
- "Contractor" means a legal business entity including an individual, foundation, partnership, corporation, or other entity to which an agreement is awarded.
- "Department" means the Department of Animal Services.
- "Proposer" means any legal business entity including an individual, foundation, partnership, corporation, or other entity who submits a proposal in response to this RFP.
- "Southern California" means any municipality south of the City of San Jose, California.

### Scope of Work

The successful proposal will include/offer the following: ***(Proposers are not required to be able to provide all of the following skills or services)***

#### 1. Strategic Fundraising

Develop techniques that share the Department's Story and Mission in ways that connect with and move our prospects and loyal donors into action. Coordinate and execute campaigns, including mail and digital, with the Department's final approval to help achieve specified financial goals. Provide the Department with a full service and comprehensive direct marketing plan that speaks to the middle donors as well as the high-profile donors to increase their average gift amounts. The direct marketing plan should incorporate the following:

- Develop and design of fundraising communications that incorporate the Department's brand and programs.

- Creative services, production and fulfillment for direct mail and digital components.
- Build a proprietary database; design a plan on how to acquire new supporters to raise funds.
- Set long-term financial goals (2 to 3 years) and achievement paths.

## **2. Research**

Provide market research and analysis. Develop and refine communications and strategy utilizing marketing research that will have a measurable impact on the Department's key stakeholders and target audiences. Research services that would incorporate a variety of techniques including:

- Proprietary precognitive research.
- Primary & secondary research.
- Market research.
- Campaign & communications testing.
- Utilize validated research to ascertain and detect trends in donor and customer behavior.

## **3. Branding**

Research the Department and develop thought-provoking stories that will enhance our brand and strengthen our connection with our internal audience and reach out to attract new donors.

- Craft meaningful stories for our Mission that resonates with our target audience – who we are and what we stand for.
- Create and maintain a unique name, image and voice system-wide, for all of our direct marketing campaigns.

## **4. Data Management and Analytic Services**

Develop a data-driven approach which informs our strategies, engages our target audience, increases campaign results, and guides our brand stories. Provide full service data management and analytics that allow the Department to be more efficient in communicating with targeted audiences.

- Process and capture all data received and provide secure lockbox services.
- Assess and report on fundraising results and identifying opportunities, concerns and challenges.
- Collect, analyze, and leverage more relevant information on donors and customers.
- Identify donor behaviors and trends and make recommendations to enhance fundraising and marketing communications.

## **5. Digital Marketing**

Strategize and expand the Department's fundraising and marketing efforts on digital platforms to increase engagement with donors and achieve financial goals. Provide the Department with integrated web, email and social media planning, design, development, and monitoring, including:

- Web and donation page development.
- Digital analytics, analysis and recommendations.
- Social media integration.
- Email campaign creation, testing and tracking.
- Email list building and acquisition.

## **6. Training**

Provide the Department with continuous education and ensuring staff members are well-versed on the strategic fundraising and the latest innovations within the industry. Provide specialized training courses to help educate staff members on how to expand the Department's donor reach and how to speak comfortably about donating, including:

- Strategic fundraising training.
- Data analysis training.
- Acquiring and retaining donor training.

## **Personal Services Agreement**

The successful proposer will provide these services under 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 proposer(s) who demonstrates it is the most qualified to provide the required services, at the best overall value to the City, will be recommended for award.

The Board of Animal Services Commissioners awards agreements for the Department based on recommendations from staff and a review committee. Subsequent to consideration and approval of award by the Board, the agreement will be subject to review by the City Attorney and the Mayor's Office, and subject to approval by the City Council prior to execution and start of services.

## **Minimum Experience Requirements**

The Proposer must have at least 10 years of recent experience successfully developing and implementing direct marketing programs for a broad range of clients including; animal welfare organizations, non-profit and government organizations and foundations.

## **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.

# **II. ABOUT THE DEPARTMENT OF ANIMAL SERVICES**

---

## **Services at the Animal Shelters**

The Department offers a wide range of programs and services, including wildlife management and companion animal field services, pet adoption, licensing, low-cost spay/neuter services, microchipping, foster programs, volunteer programs, permits, prevention of animal cruelty, and community outreach programs, among others. Many of our services and programs are offered through our Animal Shelters 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 Shelters**

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 now provide community-oriented animal care, a safer 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 shelter 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 is available online at: [www.laanimalservices.com](http://www.laanimalservices.com).

### **III. PERSONAL SERVICES AGREEMENT**

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The proposed Personal Services Agreement will be entered into to provide direct response fundraising and marketing consultation for the Department. Portions of the top-ranked proposal(s) may be incorporated into the final executed Agreement(s).

#### **IV. REQUIREMENTS FOR SUBMITTING A PROPOSAL**

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##### **A. Deadline for Submission**

To be considered, proposals must be received on or before \_\_\_\_\_, **2017, 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 Provide Marketing and Consulting Services." Indicate your name and address on the outside and deliver to:

Attention: John Forland  
Department of Animal Services  
221 North Figueroa Street, Suite 600  
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 Agreement 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(s) thereof, may be incorporated into and made a part of the Agreement. The City reserves the right to further negotiate the terms and conditions of the Agreement with the selected Contractor.
4. The City reserves the right to withdraw this RFP at any time, to reject any and all proposals, to choose not to award an Agreement, 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 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 is 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 an Agreement 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/ Agreement 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](mailto:john.forland@lacity.org).

## **V. CONTENTS OF SUBMITTED PROPOSALS**

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

### **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(s) 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. Qualifications and Experience**

Contractor must have direct response fundraising and marketing experience. Include in your proposal:

- A detailed description of employees' qualifications and credentials. Include resumes of key staff.
- Describe any relevant experience working with local or municipal adoption organizations and/or marketing programs.

Please explain any disciplinary actions, suspensions of license, claims, etc., if any against your company.

**C. Description of Direct Marketing Operations**

The Proposer shall include a brief history and description of the firm/organization, the date it was established, the location of its headquarters and the number of employees. Describe the firm's projects and experience as it relates to the Scope of Work or that of which the Proposer believes would be relevant in evaluating the firm's capabilities to perform the aforementioned work.

**D. Proposed Price Discounts and Other Incentives**

Proposer shall provide the hourly rate, project-based rate, or combination rate that will be charged for the skills or services included in the response to the RFP. The successful Proposer will be required to provide a list of all products and items to be offered and their prices, subject to pre-approval by the City.

**E. Environmentally Preferable Products (EPP)**

The Proposer shall comply with the City's policy of incorporating the use of recycled and other environmentally preferable products, and provide EPP Reports upon request.

**F. Administrative Requirements and Forms**

All bidders and proposers seeking to enter into Agreements with the City of Los Angeles are required to comply with the City's Contracting requirements. These include, but are not limited to:

- Business Inclusion Program
- Affirmative Action
- Equal Benefits Ordinance
- First Source Hiring
- Non-discrimination/EEO
- Slavery Disclosure

Further information on City Agreement procedures, required documents, and completion and submission requirements will be found online at the City of Los Angeles Business Assistance Virtual Network (BAVN) at: <http://www.labavn.org/>. The Department reserves the right during the evaluation to request additional information and/or clarification regarding documents submitted in the proposal.

**G. Proposer Checklist (Exhibit D)**

The Proposer Checklist should be used by the proposer to ensure that all required documents are included in the response. It will also be used by the Department to verify that all required documents are received when the proposals are submitted. The check list is created by the Department and lists all of the documents that must be completed and returned for the RFP to be deemed responsive. The list should also be initialed by the proposer and submitted as part of the proposal.

**H. Proposer Background Information Page (Exhibit E)**

The background information sheet is a required document.

## **I. Customer and Bank References**

The proposer must submit a minimum of three (3) customer references and a minimum of one (1) bank reference whose banking services have been provided for or used by the proposer within the last three (3) years. Include the following for each reference:

<b>CUSTOMER REFERENCES</b>	<b>BANK REFERENCES</b>
Company Name (if applicable)	Company Name
Name of Contact	Name of Contact
Title of Contact	Title of Contact
Telephone Number	Telephone Number
Dates and Nature of Relationship	Dates of Banking Services Used

The City may, at its option, contact other known proposer's business partners for references.

## **VI. ADDITIONAL REQUIREMENTS OF SELECTED CONTRACTOR**

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After award of the Agreement, and prior to execution, the selected Contractor shall complete and submit required documents listed at the City of Los Angeles Business Assistance Virtual Network (BAVN) at: <http://www.labavn.org/>. Provided below is a sample:

- Living Wage documents
- Contractor Responsibility Ordinance
- City Ethics Commission Forms 50, 55, 56
- Iran Contracting Act Form
- Child Support, ADA, Non-Collusion Compliance Forms

The following must also be submitted to the Department before Agreement execution:

- Copy of Los Angeles Business Tax Registration Certificate (BTRC)
- Form W-9
- Proof of Insurance, subject to City approval

## **VII. REVIEW, EVALUATION, AND AWARD**

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### **A. Minimum Requirements**

#### **1. Review of Proposals**

Staff will review all proposals to determine if they meet the minimum requirements contained in this RFP. 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 finance the cost of the initial startup of the direct marketing services and possess sufficient long-term financial resources required to operate the required direct marketing services throughout the entire term of the Agreement.

**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 will be convened to evaluate proposals. For those proposers who have met the minimum requirements, this panel may interview them and will be asked by the Department to recommend an award of an Agreement. 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. Maximum points are 100:

Criteria:	Poor	Fair	Good	Excellent	Outstanding
<b>I. Experience, Qualifications(25pts maximum):</b>					
Relevant experience of proposer as a group/company/firm	2	4	6	8	10
Relevant experience of the Proposer's Management, Team Leaders and Support Staff. Providing list of Project Manager, key personnel and corresponding titles	2	4	6	8	10
Successful ability to provide similar services, demonstrated through previous history and experience; may include providing services to the City, other government agencies, and/or the private sector	1	2	3	4	5
<b>II. Direct Marketing Program(55pts maximum)</b>					
<b>Strategic Fundraising</b>					
Proposed approach to provisions of services; demonstrated ability to provide necessary consultation	2	4	6	8	10
Demonstration of creative services, production and fulfillment	1	2	3	4	5
Plan of timeline, targeted goals and long-term; philosophy, approach and identification of specific fundraising opportunities	1	2	3	4	5
Demonstration of ability to complete projects timely, efficiently and provide status updates and results	1	2	3	4	5
Research-proposed approach to provision of services; demonstration of skills and experience of staff	2	4	6	8	10
Branding-proposed methodology of management approach, including philosophy and understanding of the Department	2	4	6	8	10
Data Management and Analytic Services – proposed approach to provision of services; demonstration of tools and reporting experience and techniques	2	4	6	8	10

### III. Digital Marketing (10pts maximum)

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Digital Integration - Demonstration of strategy, design, development, social media and email campaign management	2	4	6	8	10
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### IV. Training (10pts maximum)

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Education – expertise and training resources	2	4	6	8	10
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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 his/her 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 Agreement is 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 Agreement

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

Agreements are deemed to be executed upon the date of signature, or as otherwise stipulated in the Agreement.

#### D. Agreement Arrangements

The proposer selected to perform the services outlined in this RFP will enter into an Agreement, approved as to form by the City Attorney, with the City of Los Angeles. The Agreement will include a separately-signed right-of-entry agreement providing the successful proposer with the right to gain access to enter shelters and use space as approved in the Agreement.

#### E. Verification of Information

The Department reserves the right to verify 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 an Agreement 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 Agreement.

## **EXHIBIT A – AFFIRMATIVE ACTION PROGRAM PROVISIONS**

### **Sec. 10.8.4 Affirmative Action Program Provisions**

Every non-construction contract with or on behalf of the City of Los Angeles for which the consideration is \$100,000 or more and every construction contract with or on behalf of the City of Los Angeles for which the consideration is \$5,000 or more shall contain the following provisions which shall be designated as the AFFIRMATIVE ACTION PROGRAM provisions of such contract:

- A. During the performance of the City contract, the contractor certifies and represents that the contractor and each subcontractor hereunder will adhere to an affirmative action program to ensure that in its employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age disability, marital status, domestic partner status, or medical condition.
  - 1. This provision applies to work or services performed or materials manufactured or assembled in the United States.
  - 2. Nothing in this section shall require or prohibit the establishment of new classifications of employees in any given craft, work or service category.
  - 3. The contractor shall post a copy of Paragraph A hereof in conspicuous places at its place of business available to employees and applicants for employment.
- B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age disability, marital status, domestic partner status, or medical condition.
- C. As part of the City's supplier registration process, and/or at the request of the awarding authority or the Office of Contract Compliance, the contractor shall certify on an electronic or hard copy form to be supplied, that the contractor has not discriminated in the performance of City contracts against any employee or applicant for employment on the basis or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.
- D. The contractor shall permit access to and may be required to provide certified copies of all of its records pertaining to employment and to its employment practices by the awarding authority or the Office of Contract Compliance, for the purpose of investigation to ascertain compliance with the Affirmative Action Program provisions of City contracts, and on their or either of their requests to provide evidence that it has or will comply therewith.
- E. The failure of any contractor to comply with the Affirmative Action Program provisions of City contracts may be deemed to be a material breach of contract. Such failure shall only be established upon a finding to that effect by the awarding authority, on the basis of its own investigation or that of the Board of Public Works, Office of Contract Compliance. No such finding shall be made except upon a full and fair hearing after notice and an opportunity to be heard has been given to the contractor.
- F. Upon a finding duly made that the contractor has breached the Affirmative Action

Program provisions of a City contract, the contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the awarding authority, and all monies due or to become due hereunder may be forwarded to and retained by the City of Los Angeles. In addition thereto, such breach may be the basis for a determination by the awarding authority or the Board of Public Works that the said contractor is an irresponsible bidder or proposer pursuant to the provisions of Sections 371 of the Los Angeles City Charter. In the event of such determination, such contractor shall be disqualified from being awarded a contract with the City of Los Angeles for a period of two years, or until he or she shall establish and carry out a program in conformance with the provisions hereof.

- G. In the event of a finding by the Fair Employment and Housing Commission of the State of California, or the Board of Public Works of the City of Los Angeles, or any court of competent jurisdiction, that the contractor has been guilty of a willful violation of the California Fair Employment and Housing Act, or the Affirmative Action Program provisions of a City contract, there may be deducted from the amount payable to the contractor by the City of Los Angeles under the contract, a penalty of TEN DOLLARS (\$10.00) for each person for each calendar day on which such person was discriminated against in violation of the provisions of a City contract.
- H. Notwithstanding any other provisions of a City contract, the City of Los Angeles shall have any and all other remedies at law or in equity for any breach hereof.
- I. The Public Works Board of Commissioners shall promulgate rules and regulations through the Office of Contract Compliance and provide to the awarding authorities electronic and hard copy forms for the implementation of the Affirmative Action Program provisions of City contracts, and rules and regulations and forms shall, so far as practicable, be similar to those adopted in applicable Federal Executive Orders. No other rules, regulations or forms may be used by an awarding authority of the City to accomplish this contract compliance program.
- J. Nothing contained in City contracts shall be construed in any manner so as to require or permit any act which is prohibited by law.
- K. The Contractor shall submit an Affirmative Action Plan which shall meet the requirements of this chapter at the time it submits its bid or proposal or at the time it registers to do business with the City. The plan shall be subject to approval by the Office of Contract Compliance prior to award of the contract. The awarding authority may also require contractors and suppliers to take part in a pre-registration, pre-bid, pre-proposal, or pre-award conference in order to develop, improve or implement a qualifying Affirmative Action Plan. Affirmative Action Programs developed pursuant to this section shall be effective for a period of twelve months from the date of approval by the Office of Contract Compliance. In case of prior submission of a plan, the contractor may submit documentation that it has an Affirmative Action Plan approved by the Office of Contract Compliance within the previous twelve months. If the approval is 30 days or less from expiration, the contractor must submit a new Plan to the Office of Contract Compliance and that Plan must be approved before the contract is awarded.
  - 1. Every contract of \$5,000 or more which may provide construction, demolition, renovation, conservation or major maintenance of any kind shall in addition comply with the requirements of Section 10.13 of the Los Angeles Administrative



Code.

2. A contractor may establish and adopt as its own Affirmative Action Plan, by affixing his or her signature thereto, an Affirmative Action Plan prepared and furnished by the Office of Contract Compliance, or it may prepare and submit its own Plan for approval.
- L. The Office of Contract Compliance shall annually supply the awarding authorities of the City with a list of contractors and suppliers who have developed Affirmative Action Programs. For each contractor and supplier of the Office of Contract Compliance shall state the date the approval expires. The Office of Contract Compliance shall not withdraw its approval for any Affirmative Action Plan or change the Affirmative Action Plan after the date of contract award for the entire contract term without the mutual agreement of the awarding authority and the contractor.
- M. The Affirmative Action Plan required to be submitted hereunder and the pre-registration, pre-bid, pre-proposal or pre-award conference which may be required by the Board of Public Works, Office of Contract Compliance or the awarding authority shall, without limitation as to the subject or nature of employment activity, be concerned with such employment practices as:
1. Apprenticeship where approved programs are functioning, and other on-the-job training for non-apprenticeable occupations;
  2. Classroom preparation for the job when not apprenticeable;
  3. Pre-apprenticeship education and preparation;
  4. Upgrading training and opportunities;
  5. Encouraging the use of contractors, subcontractors and suppliers of all racial and ethnic groups, provided, however, that any contract subject to this ordinance shall require the contractor, subcontractor or supplier to provide not less than the prevailing wage, working conditions and practices generally observed in private industries in the contractor's, subcontractor's or supplier's geographical area for such work;
  6. The entry of qualified women, minority and all other journeymen into the industry; and
  7. The provision of needed supplies or job conditions to permit persons with disabilities to be employed, and minimize the impact of any disability.
- N. Any adjustments which may be made in the contractor's or supplier's workforce to achieve the requirements of the City's Affirmative Action Contract Compliance Program in purchasing and construction shall be accomplished by either an increase in the size of the workforce or replacement of those employees who leave the workforce by reason of resignation, retirement or death and not by termination, layoff, demotion or change in grade.
- O. Affirmative Action Agreements resulting from the proposed Affirmative Action Plan or the

pre-registration, pre-bid, pre-proposal or pre-award conferences shall not be confidential and may be publicized by the contractor at his or her discretion. Approved Affirmative Action Agreements become the property of the City and may be used at the discretion of the City in its Contract Compliance Affirmative Action Program.

- P. This ordinance shall not confer upon the City of Los Angeles or any Agency, Board or Commission thereof any power not otherwise provided by law to determine the legality of any existing collective bargaining agreement and shall have application only to discriminatory employment practices by contractors or suppliers engaged in the performance of City contracts.
- Q. All contractors subject to the provisions of this section shall include a like provision in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations, including but not limited to filing and reporting obligations, on the subcontractors as are applicable to the contractor. Failure of the contractor to comply with this requirement or to obtain the compliance of its subcontractors with such obligations shall subject the contractor to the imposition of any and all sanctions allowed by law, including but not limited to termination of the contractor's contract with the City.

#### **EXHIBIT B - BUSINESS TAX REGISTRATION CERTIFICATE (BTRC) NUMBER**

The City of Los Angeles, Office of Finance requires all firms that engage in any business activity within the City of Los Angeles to pay City business taxes. Each firm or individual (other than a municipal employee) is required to obtain the necessary Business Tax Registration Certification (BTRC) and pay business tax. (Los Angeles Municipal code Section 21.09 et seq.)

All firms and individuals that do business with the City of Los Angeles will be required to provide a BTRC number or an exemption number as proof of compliance with Los Angeles City business tax requirements in order to receive payment for goods or services. Beginning October 14, 1987, payments for goods or services will be withheld unless proof of tax compliance is provided to the City.

The Tax and Permit Division of Los Angeles Office of Finance, has the sole authority to determine whether a firm is covered by business tax requirements. Those firms not required to pay will be given an exemption number.

If you do NOT have a BTRC number contact the Tax and Permit Division at the office listed below, or log on to <http://finance.lacity.org/>, to download the business tax registration application.

#### **MAIN OFFICE**

LA City Hall 201 N. Main Street, Rm. 101 (213) 473-5901

## **EXHIBIT C – EQUAL BENEFITS ORDINANCE**

### **Sec. 10.8.2.1. Equal Benefits Ordinance.**

Discrimination in the provision of employee benefits between employees with domestic partners and employees with spouses results in unequal pay for equal work. Los Angeles law prohibits entities doing business with the City from discriminating in employment practices based on marital status and/or sexual orientation. The City's departments and contracting agents are required to place in all City contracts a provision that the company choosing to do business with the City agrees to comply with the City's nondiscrimination laws.

It is the City's intent, through the contracting practices outlined in this Ordinance, to assure that those companies wanting to do business with the City will equalize the total compensation between similarly situated employees with spouses and with domestic partners. The provisions of this Ordinance are designed to ensure that the City's contractors will maintain a competitive advantage in recruiting and retaining capable employees, thereby improving the quality of the goods and services the City and its people receive, and ensuring protection of the City's property.

#### **(c) Equal Benefits Requirements.**

(1) No Awarding Authority of the City shall execute or amend any Contract with any Contractor that discriminates in the provision of Benefits between employees with spouses and employees with Domestic Partners, between spouses of employees and Domestic Partners of employees, and between dependents and family members of spouses and dependents and family members of Domestic Partners.

(2) A Contractor must permit access to, and upon request, must provide certified copies of all of its records pertaining to its Benefits policies and its employment policies and practices to the DAA, for the purpose of investigation or to ascertain compliance with the Equal Benefits Ordinance.

(3) A Contractor must post a copy of the following statement in conspicuous places at its place of business available to employees and applicants for employment: "During the performance of a Contract with the City of Los Angeles, the Contractor will provide equal benefits to its employees with spouses and its employees with domestic partners." The posted statement must also include a City contact telephone number which will be provided each Contractor when the Contract is executed.

(4) A Contractor must not set up or use its contracting entity for the purpose of evading the requirements imposed by the Equal Benefits Ordinance.

(d) Other Options for Compliance. Provided that the Contractor does not discriminate in the provision of Benefits, a Contractor may also comply with the Equal Benefits Ordinance in the following ways:

(1) A Contractor may provide an employee with the Cash Equivalent only if the DAA determines that either:

a. The Contractor has made a reasonable, yet unsuccessful effort to provide Equal Benefits; or

b. Under the circumstances, it would be unreasonable to require the Contractor to provide Benefits to the Domestic Partner (or spouse, if applicable).

(2) Allow each employee to designate a legally domiciled member of the employee's household as being eligible for spousal equivalent Benefits.

(3) Provide Benefits neither to employees' spouses nor to employees' Domestic Partners.

(e) Applicability.

(1) Unless otherwise exempt, a Contractor is subject to and shall comply with all applicable provisions of the Equal Benefits Ordinance.

(2) The requirements of the Equal Benefits Ordinance shall apply to a Contractor's operations as follows:

a. A Contractor's operations located within the City limits, regardless of whether there are employees at those locations performing work on the Contract.

b. A Contractor's operations on real property located outside of the City limits if the property is owned by the City or the City has a right to occupy the property, and if the Contractor's presence at or on that property is connected to a Contract with the City.

c. The Contractor's employees located elsewhere in the United States but outside of the City limits if those employees are performing work on the City Contract.

(3) The requirements of the Equal Benefits Ordinance do not apply to collective bargaining agreements ("CBA") in effect prior to January 1, 2000. The Contractor must agree to propose to its union that the requirements of the Equal Benefits Ordinance be incorporated into its CBA upon amendment, extension, or other modification of a CBA occurring after January 1, 2000.

(f) Mandatory Contract Provisions Pertaining to Equal Benefits. Unless otherwise exempted, every Contract shall contain language that obligates the Contractor to comply with the applicable provisions of the Equal Benefits Ordinance. The language shall include provisions for the following:

(1) During the performance of the Contract, the Contractor certifies and represents that the Contractor will comply with the Equal Benefits Ordinance.

(2) The failure of the Contractor to comply with the Equal Benefits Ordinance will be deemed to be a material breach of the Contract by the Awarding Authority.

(3) If the Contractor fails to comply with the Equal Benefits Ordinance the Awarding Authority may cancel, terminate or suspend the Contract, in whole or in part, and all monies due or to become due under the Contract may be retained by the City. The City may also pursue any and all other remedies at law or in equity for any breach.

(4) Failure to comply with the Equal Benefits Ordinance may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.

(5) If the DAA determines that a Contractor has set up or used its Contracting entity for the purpose of evading the intent of the Equal Benefits Ordinance, the Awarding Authority may terminate the Contract on behalf of the City. Violation of this provision may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.

## **EXHIBIT D – PROPOSER CHECKLIST**

[This list is created by the Contract Administrator. It lists all of the documents that must be completed and returned for the RFP to be deemed responsive (complete).]

<b>Forms Completed and included with RFP (Please Initial)</b>	<b>FORM/DOCUMENT DESCRIPTION</b>
	Cover Letter (See RFP Section V. A. for greater detail)
	Qualifications and Experience: Staff qualifications and credentials, resumes, relevant business and shelter partnership histories (See RFP Section V. B. for greater detail)
	Description of Marketing and Organizational Services: Business plans, (See RFP Section V. C. for greater detail)
	Proposed Price Discounts and Other Incentives: Price discount schedules, plans to incentivize increased foot traffic/potential adoptions, stated goals (See RFP Section V. D. for greater detail)
	Environmentally Preferable Products Requirements (See RFP Section V. E. for greater detail)
	Proposer Background Information Page (Attachment __)
	Administrative Requirements and Forms (See RFP Section V. F. for greater detail)
	Customer and Bank References (See RFP Section V. I. for greater detail)

## **EXHIBIT E – PROPOSER BACKGROUND INFORMATION FORM**

Proposer's Contact Name:
Contact Title:
Mailing Address:
Location of Business (if different from mailing address):
Telephone Number:
Fax Number:
Email Address:
BTRC Number:

## **VIII. ATTACHMENTS**

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Attachments are listed on the City of Los Angeles Business Assistance Virtual Network (BAVN) at: <http://www.labavn.org/>.

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 Agreement is approved or, for successful bidders, 12 months after the Agreement is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the Agreement, 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 Agreement, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors writing of the restrictions and include the notice in Agreements 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 Agreement, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at [\(213\) 978-1988](tel:2139781988) or <http://ethics.lacity.org>.

All agreements pursuant to this RFP will be subject to the City's Standard Terms and Conditions for Personal Service Contracts (10/03).

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

DAVID ZAFT  
PRESIDENT

LARRY GROSS  
VICE PRESIDENT

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**City of Los Angeles**  
CALIFORNIA



**ERIC GARCETTI**  
MAYOR

**DEPARTMENT OF  
ANIMAL SERVICES**  
221 North Figueroa Street  
Suite #600  
Los Angeles, CA 90012

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BRENDA F. BARNETTE  
GENERAL MANAGER

DANA H. BROWN  
ASSISTANT GENERAL MANAGER

LOUIS P. DEDEAUX  
INTERIM ASSISTANT GENERAL MANAGER

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

**MEETING DATE:** April 11, 2017

**PREPARED BY:** Jeremy Prupas

**REPORT DATE:** April 6, 2017

**TITLE:** Chief Veterinarian

**SUBJECT:** USE OF VITUSVET MEDICAL RECORDS APP

**BOARD ACTIONS RECOMMENDED:**

- APPROVE the use of the VitusVet app for medical records sharing.

**SUMMARY:**

Animal Shelters, like veterinary practices, are still largely reliant on the telephone and other outdated communication tools (i.e. fax machine) for medical record sharing. These paper-heavy methods of information sharing make it difficult to share information with other care providers, creates a stack of papers for new adopters that hardly ever get read, and are bad for the environment. As consumers move away from telephonic and paper-based methods of communication and increasingly toward mobile/text based, there is an opportunity for animal shelters to better use technology to strengthen the bond between the shelter and adopters, as well as help improve communication between the shelters and the community veterinarians.

VitusVet provides a digital, cloud-based software that allows an adopter to upload, store, and display their pet records securely online behind bank-level encryption and a secure firewall. The company proposes creating a free, branded app for Los Angeles Animal Services that would allow new pet owners to get full access to their records right on their smartphones. These records could then be shared with their private veterinarian, groomer, pet sitter or friends via a simple one-click process. Other benefits could include the ability to help adopters find a local veterinarian, as well as sending licensing and vaccination reminders.

All information would be strictly confidential and no adopter information would be given out. Adopter participation would be completely voluntary and would only require the adopter to provide us with an email address. All records pertaining to the animal identified as, say,

**"Creating a Humane LA"**

**AN EQUAL OPPORTUNITY EMPLOYER**

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



Report to the Board of Animal Services Commissioners  
SUBJECT: Use of VitusVet Medical Records App

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A#1234567 would be then be "transferred" to their new parent via a link sent to their email address.

**FISCAL IMPACT:**

There is no charge for the app. As such there will be no fiscal impact to the Department.

Approved:

Brenda Barnette  
Brenda Barnette, General Manager

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**BOARD ACTION:**

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

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF DONATIONS AND CONTRIBUTIONS**  
**Fund 859 - ANIMAL WELFARE TRUST FUND (AWTF)**  
**For the period July 1 to Sept 30, 2016**

	Beg Balance Yr-to-Date (A)	Sept 1-30, 2016 Curr Mo (B)	(A + B = C) Total (A + B = C)
<b>UNRESTRICTED DONATIONS</b>			
AVAILABLE	\$1,090,458.52	\$37,071.21	\$1,127,529.73
RESTITUTION FOR ANIMAL CRUELTY	\$36,599.31	\$1,011.52	\$37,610.83
CALIFORNIA COMMUNITY FOUNDATION	\$9,793.56		\$9,793.56
AWARDS & REFRESHMENTS	\$433.00		\$433.00
VENDING SALES	\$5,908.56	\$826.68	\$6,735.24
<b>TOTAL UNRESTRICTED DONATIONS</b>	<b>\$1,143,192.95</b>	<b>\$38,909.41</b>	<b>\$1,182,102.36</b>
<b>RESTRICTED DONATIONS</b>			
WEST VALLEY SHELTER (Shelter maintenance)	\$57,703.41	\$815.00	\$58,518.41
HARBOR SHELTER "	\$42,597.48	\$144.00	\$42,741.48
NORTH CENTRAL SHELTER "	\$48,677.24	\$1,070.50	\$49,747.74
SOUTH LA SHELTER "	\$32,977.88	\$586.50	\$33,564.38
EAST VALLEY SHELTER "	\$68,675.04	\$1,122.50	\$69,797.54
WEST LA SHELTER "	\$88,839.18	\$248.00	\$89,087.18
<b>ON-LINE DONATIONS</b>			
SPECIAL TREATMENT AND RECOVERY (S.T.A.R.) PROGRAM	\$29,455.00	\$260.00	\$29,715.00
<b>CHAMELEON DONATIONS</b>			
S.T.A.R. PROGRAM	\$36,920.22	\$203.50	\$37,123.72
FOSTER PROGRAM	\$6,029.87		\$6,029.87
KENNEL PLAQUE SPONSORSHIP	\$44,655.62	\$300.00	\$44,955.62
PUBLIC EDUCATION	\$1,500.00		\$1,500.00
SPECIALIZED MOBILE ANIMAL RESCUE TEAM (S.M.A.R.T.)	\$2,859.41		\$2,859.41
<b>BEST FRIENDS ANIMAL SOCIETY</b>			
Restricted to promote adoptions	\$50,744.00		\$50,744.00
Restricted to adoption ad campaign	\$10,000.00		\$10,000.00
<b>CEQA RELATIVE TO PROPOSED "CAT PROGRAM"</b>			
Best Friends Animal Society	\$0.00		\$0.00
Found Animals	\$0.00		\$0.00
California Community Foundation	\$0.00		\$0.00
ASPCA	\$0.00		\$0.00
<b>ASPCA</b>			
ASPCA GRANT 1 -(CARROLL PETRIE) - pays for pitbulls/chihuahua adoptions	\$0.00		\$0.00
ASPCA GRANT 3B -NEW HOPE Microchips (8,200 pulls @ \$10/microchip)	\$0.00		\$0.00
ASPCA GRANT S3-PUBLIC ADOPTIONS	\$400,000.00		\$400,000.00
<b>GENERAL SERVICES DEPARTMENT</b>	\$4,356.87		\$4,356.87
<b>TOTAL RESTRICTED DONATIONS</b>	<b>\$925,991.22</b>	<b>\$4,750.00</b>	<b>\$930,741.22</b>
<b>UNRESTRICTED ESTATE/TRUST DONATIONS</b>			
ROBERT EMERSON ESTATE	\$10,228.24	\$0.00	\$10,228.24
LIZ DOUGLAS ESTATE	\$10,000.00	\$0.00	\$10,000.00
JIMMY MITCHELL ESTATE	\$270,089.38		\$270,089.38
NORTHERN TRUST COMPANY-Johnston administrative Trust	\$22,629.31	\$0.00	\$22,629.31
<b>TOTAL UNRESTRICTED ESTATE DONATIONS</b>	<b>\$312,946.93</b>	<b>\$0.00</b>	<b>\$312,946.93</b>
<b>RESTRICTED ESTATE DONATIONS</b>			
MARIE TYNER ESTATE (Maintenance of West Valley shelter)	\$43,242.23	\$0.00	\$43,242.23
AGNES WOOD ESTATE (Maintenance of North Central shelter)	\$112,813.67	\$0.00	\$112,813.67
L.C. MIRABILE ESTATE (Maintenance of SLA shelter)	\$4,316.26	\$0.00	\$4,316.26
SHUSTER/CUNARD ESTATE (Maintenance of East Valley shelter)	\$55,165.68	\$0.00	\$55,165.68
AMELIA PARKER ESTATE (Shelter renovations)	\$7,130.05	\$0.00	\$7,130.05
J.S. ROGERS FOUNDATION S.T.A.R.	16,000.00	\$0.00	\$16,000.00
M.L. PORT LIVING TRUST (Maintenance of WLA shelter)	\$5,000.00	\$0.00	\$5,000.00
<b>TOTAL RESTRICTED ESTATE DONATIONS</b>	<b>\$243,667.89</b>	<b>\$0.00</b>	<b>\$243,667.89</b>
<b>TOTAL ESTATE DONATIONS</b>	<b>\$556,614.82</b>	<b>\$0.00</b>	<b>\$556,614.82</b>
<b>TOTAL DONATIONS AND CONTRIBUTIONS</b>	<b>\$2,625,798.99</b>	<b>\$43,659.41</b>	<b>\$2,669,458.40</b>

Cash Balance, beginning 10/01/16  
Cash Balance, end 10/31/16

\$2,669,458.40  
\$2,711,316.28

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF DONATIONS AND CONTRIBUTIONS**  
**Fund 859 - ANIMAL WELFARE TRUST FUND (AWTF)**  
**For the period July 1 to Oct 31, 2016**

	Beg Balance Yr-to-Date (A)	Oct 1-31, 2016 Curr Mo (B)	(A + B = C) Total (A + B = C)
<b>UNRESTRICTED DONATIONS</b>			
AVAILABLE	\$1,127,529.73	\$32,897.34	\$1,160,427.07
RESTITUTION FOR ANIMAL CRUELTY	\$37,610.83	\$1,247.28	\$38,858.11
CALIFORNIA COMMUNITY FOUNDATION	\$9,793.56		\$9,793.56
AWARDS & REFRESHMENTS	\$433.00		\$433.00
VENDING SALES	\$6,735.24	\$498.46	\$7,233.70
<b>TOTAL UNRESTRICTED DONATIONS</b>	<b>\$1,182,102.36</b>	<b>\$34,643.08</b>	<b>\$1,216,745.44</b>
<b>RESTRICTED DONATIONS</b>			
WEST VALLEY SHELTER (Shelter maintenance)	\$58,518.41	\$2,900.50	\$61,418.91
HARBOR SHELTER "	\$42,741.48	\$1,887.00	\$44,628.48
NORTH CENTRAL SHELTER "	\$49,747.74	\$843.50	\$50,591.24
SOUTH LA SHELTER "	\$33,564.38	\$246.80	\$33,811.18
EAST VALLEY SHELTER "	\$69,797.54	\$586.00	\$70,383.54
WEST LA SHELTER "	\$89,087.18	\$357.00	\$89,444.18
<b>ON-LINE DONATIONS</b>			
SPECIAL TREATMENT AND RECOVERY (S.T.A.R.) PROGRAM	\$29,715.00	\$257.00	\$29,972.00
<b>CHAMELEON DONATIONS</b>			
S.T.A.R. PROGRAM	\$37,123.72	\$137.00	\$37,260.72
FOSTER PROGRAM	\$6,029.87		\$6,029.87
KENNEL PLAQUE SPONSORSHIP	\$44,955.62		\$44,955.62
PUBLIC EDUCATION	\$1,500.00		\$1,500.00
SPECIALIZED MOBILE ANIMAL RESCUE TEAM (S.M.A.R.T.)	\$2,859.41		\$2,859.41
<b>BEST FRIENDS ANIMAL SOCIETY</b>			
Restricted to promote adoptions	\$50,744.00		\$50,744.00
Restricted to adoption ad campaign	\$10,000.00		\$10,000.00
<b>CEQA RELATIVE TO PROPOSED "CAT PROGRAM"</b>			
Best Friends Animal Society	\$0.00		\$0.00
Found Animals	\$0.00		\$0.00
California Community Foundation	\$0.00		\$0.00
ASPCA	\$0.00		\$0.00
<b>ASPCA</b>			
ASPCA GRANT 1 -(CARROLL PETRIE) - pays for pitbulls/chihuahua adoptions	\$0.00		\$0.00
ASPCA GRANT 3B -NEW HOPE Microchips (8,200 pulls @ \$10/microchip)	\$0.00		\$0.00
ASPCA GRANT S3-PUBLIC ADOPTIONS	\$400,000.00		\$400,000.00
<b>GENERAL SERVICES DEPARTMENT</b>	\$4,356.87		\$4,356.87
<b>TOTAL RESTRICTED DONATIONS</b>	<b>\$930,741.22</b>	<b>\$7,214.80</b>	<b>\$937,956.02</b>
<b>UNRESTRICTED ESTATE/TRUST DONATIONS</b>			
ROBERT EMERSON ESTATE	\$10,228.24	\$0.00	\$10,228.24
LIZ DOUGLAS ESTATE	\$10,000.00	\$0.00	\$10,000.00
JIMMY MITCHELL ESTATE	\$270,089.38		\$270,089.38
NORTHERN TRUST COMPANY-Johnston administrative Trust	\$22,629.31	\$0.00	\$22,629.31
<b>TOTAL UNRESTRICTED ESTATE DONATIONS</b>	<b>\$312,946.93</b>	<b>\$0.00</b>	<b>\$312,946.93</b>
<b>RESTRICTED ESTATE DONATIONS</b>			
MARIE TYNER ESTATE (Maintenance of West Valley shelter)	\$43,242.23	\$0.00	\$43,242.23
AGNES WOOD ESTATE (Maintenance of North Central shelter)	\$112,813.67	\$0.00	\$112,813.67
L.C. MIRABILE ESTATE (Maintenance of SLA shelter)	\$4,316.26	\$0.00	\$4,316.26
SHUSTER/CUNARD ESTATE (Maintenance of East Valley shelter)	\$55,165.68	\$0.00	\$55,165.68
AMELIA PARKER ESTATE (Shelter renovations)	\$7,130.05	\$0.00	\$7,130.05
J.S. ROGERS FOUNDATION S.T.A.R.	16,000.00	\$0.00	\$16,000.00
M.L. PORT LIVING TRUST (Maintenance of WLA shelter)	\$5,000.00	\$0.00	\$5,000.00
<b>TOTAL RESTRICTED ESTATE DONATIONS</b>	<b>\$243,667.89</b>	<b>\$0.00</b>	<b>\$243,667.89</b>
<b>TOTAL ESTATE DONATIONS</b>	<b>\$556,614.82</b>	<b>\$0.00</b>	<b>\$556,614.82</b>
<b>TOTAL DONATIONS AND CONTRIBUTIONS</b>	<b>\$2,669,458.40</b>	<b>\$41,857.88</b>	<b>\$2,711,316.28</b>

Cash Balance, beginning 11/01/16  
Cash Balance, end 11/30/16

\$2,711,316.28  
\$2,740,557.68

DEPARTMENT OF ANIMAL SERVICES  
SCHEDULE OF DONATIONS AND CONTRIBUTIONS  
Fund 859 - ANIMAL WELFARE TRUST FUND (AWTF)  
For the period July 1 to Nov 30, 2016

	Beg Balance Yr-to-Date (A)	Nov 1-30, 2016 Curr Mo (B)	(A + B = C) Total (A + B = C)
<b>UNRESTRICTED DONATIONS</b>			
AVAILABLE	\$1,160,427.07	\$22,218.29	\$1,182,645.36
RESTITUTION FOR ANIMAL CRUELTY	\$38,858.11	\$552.85	\$39,410.96
CALIFORNIA COMMUNITY FOUNDATION	\$9,793.56		\$9,793.56
AWARDS & REFRESHMENTS	\$433.00		\$433.00
VENDING SALES	\$7,233.70	\$924.17	\$8,157.87
<b>TOTAL UNRESTRICTED DONATIONS</b>	<b>\$1,216,745.44</b>	<b>\$23,695.31</b>	<b>\$1,240,440.75</b>
<b>RESTRICTED DONATIONS</b>			
WEST VALLEY SHELTER (Shelter maintenance)	\$61,418.91	\$1,149.31	\$62,568.22
HARBOR SHELTER "	\$44,628.48	\$446.58	\$45,075.06
NORTH CENTRAL SHELTER "	\$50,591.24	\$499.88	\$51,091.12
SOUTH LA SHELTER "	\$33,811.18	\$441.94	\$34,253.12
EAST VALLEY SHELTER "	\$70,383.54	\$619.38	\$71,002.92
WEST LA SHELTER "	\$89,444.18	\$745.00	\$90,189.18
<b>ON-LINE DONATIONS</b>			
SPECIAL TREATMENT AND RECOVERY (S.T.A.R.) PROGRAM	\$29,972.00	\$743.00	\$30,715.00
<b>CHAMELEON DONATIONS</b>			
S.T.A.R. PROGRAM	\$37,260.72	\$301.00	\$37,561.72
FOSTER PROGRAM	\$6,029.87		\$6,029.87
KENNEL PLAQUE SPONSORSHIP	\$44,955.62	\$600.00	\$45,555.62
PUBLIC EDUCATION	\$1,500.00		\$1,500.00
SPECIALIZED MOBILE ANIMAL RESCUE TEAM (S.M.A.R.T.)	\$2,859.41		\$2,859.41
<b>BEST FRIENDS ANIMAL SOCIETY</b>			
Restricted to promote adoptions	\$50,744.00		\$50,744.00
Restricted to adoption ad campaign	\$10,000.00		\$10,000.00
<b>CEQA RELATIVE TO PROPOSED "CAT PROGRAM"</b>			
Best Friends Animal Society	\$0.00		\$0.00
Found Animals	\$0.00		\$0.00
California Community Foundation	\$0.00		\$0.00
ASPCA	\$0.00		\$0.00
<b>ASPCA</b>			
ASPCA GRANT 1 -(CARROLL PETRIE) - pays for pitbulls/chihuahua adoptions	\$0.00		\$0.00
ASPCA GRANT 3B -NEW HOPE Microchips (8,200 pulls @ \$10/microchip)	\$0.00		\$0.00
ASPCA GRANT S3-PUBLIC ADOPTIONS	\$400,000.00		\$400,000.00
<b>GENERAL SERVICES DEPARTMENT</b>	\$4,356.87		\$4,356.87
<b>TOTAL RESTRICTED DONATIONS</b>	<b>\$937,956.02</b>	<b>\$5,546.09</b>	<b>\$943,502.11</b>
<b>UNRESTRICTED ESTATE/TRUST DONATIONS</b>			
ROBERT EMERSON ESTATE	\$10,228.24	\$0.00	\$10,228.24
LIZ DOUGLAS ESTATE	\$10,000.00	\$0.00	\$10,000.00
JIMMY MITCHELL ESTATE	\$270,089.38		\$270,089.38
NORTHERN TRUST COMPANY-Johnston administrative Trust	\$22,629.31	\$0.00	\$22,629.31
<b>TOTAL UNRESTRICTED ESTATE DONATIONS</b>	<b>\$312,946.93</b>	<b>\$0.00</b>	<b>\$312,946.93</b>
<b>RESTRICTED ESTATE DONATIONS</b>			
MARIE TYNER ESTATE (Maintenance of West Valley shelter)	\$43,242.23	\$0.00	\$43,242.23
AGNES WOOD ESTATE (Maintenance of North Central shelter)	\$112,813.67	\$0.00	\$112,813.67
L.C. MIRABILE ESTATE (Maintenance of SLA shelter)	\$4,316.26	\$0.00	\$4,316.26
SHUSTER/CUNARD ESTATE (Maintenance of East Valley shelter)	\$55,165.68	\$0.00	\$55,165.68
AMELIA PARKER ESTATE (Shelter renovations)	\$7,130.05	\$0.00	\$7,130.05
J.S. ROGERS FOUNDATION S.T.A.R.	16,000.00	\$0.00	\$16,000.00
M.L. PORT LIVING TRUST (Maintenance of WLA shelter)	\$5,000.00	\$0.00	\$5,000.00
<b>TOTAL RESTRICTED ESTATE DONATIONS</b>	<b>\$243,667.89</b>	<b>\$0.00</b>	<b>\$243,667.89</b>
<b>TOTAL ESTATE DONATIONS</b>	<b>\$556,614.82</b>	<b>\$0.00</b>	<b>\$556,614.82</b>
<b>TOTAL DONATIONS AND CONTRIBUTIONS</b>	<b>\$2,711,316.28</b>	<b>\$29,241.40</b>	<b>\$2,740,557.68</b>

Cash Balance, beginning 12/01/16  
Cash Balance, end 12/31/16

**\$2,740,557.68**  
**\$2,776,462.44**

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF DONATIONS AND CONTRIBUTIONS**  
**Fund 859 - ANIMAL WELFARE TRUST FUND (AWTF)**  
**For the period July 1 to Dec 31, 2016**

	Beg Balance Yr-to-Date (A)	Dec1-31, 2016 Curr Mo (B)	(A + B = C) Total (A + B = C)
<b>UNRESTRICTED DONATIONS</b>			
AVAILABLE	\$1,182,645.36	\$31,275.79	\$1,213,921.15
RESTITUTION FOR ANIMAL CRUELTY	\$39,410.96	\$795.76	\$40,206.72
CALIFORNIA COMMUNITY FOUNDATION	\$9,793.56		\$9,793.56
AWARDS & REFRESHMENTS	\$433.00		\$433.00
VENDING SALES	\$8,157.87	\$432.76	\$8,590.63
<b>TOTAL UNRESTRICTED DONATIONS</b>	<b>\$1,240,440.75</b>	<b>\$32,504.31</b>	<b>\$1,272,945.06</b>
<b>RESTRICTED DONATIONS</b>			
WEST VALLEY SHELTER (Shelter maintenance)	\$62,568.22	\$2,849.43	\$65,417.65
HARBOR SHELTER "	\$45,075.06	\$1,000.50	\$46,075.56
NORTH CENTRAL SHELTER "	\$51,091.12	\$404.76	\$51,495.88
SOUTH LA SHELTER "	\$34,253.12	\$450.90	\$34,704.02
EAST VALLEY SHELTER "	\$71,002.92	\$518.36	\$71,521.28
WEST LA SHELTER "	\$90,189.18	\$1,978.50	\$92,167.68
<b>ON-LINE DONATIONS</b>			
SPECIAL TREATMENT AND RECOVERY (S.T.A.R.) PROGRAM	\$30,715.00		\$30,715.00
<b>CHAMELEON DONATIONS</b>			
S.T.A.R. PROGRAM	\$37,561.72	\$598.00	\$38,159.72
FOSTER PROGRAM	\$6,029.87		\$6,029.87
KENNEL PLAQUE SPONSORSHIP	\$45,555.62	\$600.00	\$46,155.62
PUBLIC EDUCATION	\$1,500.00		\$1,500.00
SPECIALIZED MOBILE ANIMAL RESCUE TEAM (S.M.A.R.T.)	\$2,859.41		\$2,859.41
<b>BEST FRIENDS ANIMAL SOCIETY</b>			
Restricted to promote adoptions	\$50,744.00		\$50,744.00
Restricted to adoption ad campaign	\$10,000.00	(\$5,000.00)	\$5,000.00
<b>CEQA RELATIVE TO PROPOSED "CAT PROGRAM"</b>			
Best Friends Animal Society	\$0.00		\$0.00
Found Animals	\$0.00		\$0.00
California Community Foundation	\$0.00		\$0.00
ASPCA	\$0.00		\$0.00
<b>ASPCA</b>			
ASPCA GRANT 1 -(CARROLL PETRIE) - pays for pitbulls/chihuahua adoptions	\$0.00		\$0.00
ASPCA GRANT 3B -NEW HOPE Microchips (8,200 pulls @ \$10/microchip)	\$0.00		\$0.00
ASPCA GRANT S3-PUBLIC ADOPTIONS	\$400,000.00		\$400,000.00
<b>GENERAL SERVICES DEPARTMENT</b>	<b>\$4,356.87</b>		<b>\$4,356.87</b>
<b>TOTAL RESTRICTED DONATIONS</b>	<b>\$943,502.11</b>	<b>\$3,400.45</b>	<b>\$946,902.56</b>
<b>UNRESTRICTED ESTATE/TRUST DONATIONS</b>			
ROBERT EMERSON ESTATE	\$10,228.24	\$0.00	\$10,228.24
LIZ DOUGLAS ESTATE	\$10,000.00	\$0.00	\$10,000.00
JIMMY MITCHELL ESTATE	\$270,089.38		\$270,089.38
NORTHERN TRUST COMPANY-Johnston administrative Trust	\$22,629.31	\$0.00	\$22,629.31
<b>TOTAL UNRESTRICTED ESTATE DONATIONS</b>	<b>\$312,946.93</b>	<b>\$0.00</b>	<b>\$312,946.93</b>
<b>RESTRICTED ESTATE DONATIONS</b>			
MARIE TYNER ESTATE (Maintenance of West Valley shelter)	\$43,242.23	\$0.00	\$43,242.23
AGNES WOOD ESTATE (Maintenance of North Central shelter)	\$112,813.67	\$0.00	\$112,813.67
L.C. MIRABILE ESTATE (Maintenance of SLA shelter)	\$4,316.26	\$0.00	\$4,316.26
SHUSTER/CUNARD ESTATE (Maintenance of East Valley shelter)	\$55,165.68	\$0.00	\$55,165.68
AMELIA PARKER ESTATE (Shelter renovations)	\$7,130.05	\$0.00	\$7,130.05
J.S. ROGERS FOUNDATION S.T.A.R.	16,000.00	\$0.00	\$16,000.00
M.L. PORT LIVING TRUST (Maintenance of WLA shelter)	\$5,000.00	\$0.00	\$5,000.00
<b>TOTAL RESTRICTED ESTATE DONATIONS</b>	<b>\$243,667.89</b>	<b>\$0.00</b>	<b>\$243,667.89</b>
<b>TOTAL ESTATE DONATIONS</b>	<b>\$556,614.82</b>	<b>\$0.00</b>	<b>\$556,614.82</b>
<b>TOTAL DONATIONS AND CONTRIBUTIONS</b>	<b>\$2,740,557.68</b>	<b>\$35,904.76</b>	<b>\$2,776,462.44</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF DONATIONS AND CONTRIBUTIONS**  
**Fund 859 - ANIMAL WELFARE TRUST FUND (AWTF)**  
**For the period July 1 to January 31, 2017**

	Beg Balance Yr-to-Date (A)	Jan 1-31, 2017 Curr Mo (B)	(A + B = C) Total (A + B = C)
<b>UNRESTRICTED DONATIONS</b>			
AVAILABLE	\$1,213,921.15	\$46,277.74	\$1,260,198.89
RESTITUTION FOR ANIMAL CRUELTY	\$40,206.72	\$6,388.15	\$46,594.87
CALIFORNIA COMMUNITY FOUNDATION	\$9,793.56		\$9,793.56
AWARDS & REFRESHMENTS	\$433.00		\$433.00
VENDING SALES	\$8,590.63	\$510.37	\$9,101.00
<b>TOTAL UNRESTRICTED DONATIONS</b>	<b>\$1,272,945.06</b>	<b>\$53,176.26</b>	<b>\$1,326,121.32</b>
<b>RESTRICTED DONATIONS</b>			
WEST VALLEY SHELTER (Shelter maintenance)	\$65,417.65	\$4,025.91	\$69,443.56
HARBOR SHELTER "	\$46,075.56	\$2,497.32	\$48,572.88
NORTH CENTRAL SHELTER "	\$51,495.88	\$2,064.87	\$53,560.75
SOUTH LA SHELTER "	\$34,704.02	\$1,513.56	\$36,217.58
EAST VALLEY SHELTER "	\$71,521.28	\$912.02	\$72,433.30
WEST LA SHELTER "	\$92,167.68	\$3,153.33	\$95,321.01
<b>ON-LINE DONATIONS</b>			
SPECIAL TREATMENT AND RECOVERY (S.T.A.R.) PROGRAM	\$30,715.00	\$11,716.50	\$42,431.50
<b>CHAMELEON DONATIONS</b>			
S.T.A.R. PROGRAM	\$38,159.72	\$500.00	\$38,659.72
FOSTER PROGRAM	\$6,029.87		\$6,029.87
KENNEL PLAQUE SPONSORSHIP	\$46,155.62	\$1,800.00	\$47,955.62
PUBLIC EDUCATION	\$1,500.00		\$1,500.00
SPECIALIZED MOBILE ANIMAL RESCUE TEAM (S.M.A.R.T.)	\$2,859.41		\$2,859.41
<b>BEST FRIENDS ANIMAL SOCIETY</b>			
Restricted to promote adoptions	\$50,744.00		\$50,744.00
Restricted to adoption ad campaign	\$5,000.00		\$5,000.00
<b>CEQA RELATIVE TO PROPOSED "CAT PROGRAM"</b>			
Best Friends Animal Society	\$0.00		\$0.00
Found Animals	\$0.00		\$0.00
California Community Foundation	\$0.00		\$0.00
ASPCA	\$0.00		\$0.00
<b>ASPCA</b>			
ASPCA GRANT 1 -(CARROLL PETRIE) - pays for pitbulls/chihuahua adoptions	\$0.00		\$0.00
ASPCA GRANT 3B -NEW HOPE Microchips (8,200 pulls @ \$10/microchip)	\$0.00		\$0.00
ASPCA GRANT S3-PUBLIC ADOPTIONS	\$400,000.00		\$400,000.00
<b>GENERAL SERVICES DEPARTMENT</b>	<b>\$4,356.87</b>		<b>\$4,356.87</b>
<b>TOTAL RESTRICTED DONATIONS</b>	<b>\$946,902.56</b>	<b>\$28,183.51</b>	<b>\$975,086.07</b>
<b>UNRESTRICTED ESTATE/TRUST DONATIONS</b>			
ROBERT EMERSON ESTATE	\$10,228.24	\$0.00	\$10,228.24
LIZ DOUGLAS ESTATE	\$10,000.00	\$0.00	\$10,000.00
JIMMY MITCHELL ESTATE	\$270,089.38		\$270,089.38
NORTHERN TRUST COMPANY-Johnston administrative Trust	\$22,629.31	\$0.00	\$22,629.31
<b>TOTAL UNRESTRICTED ESTATE DONATIONS</b>	<b>\$312,946.93</b>	<b>\$0.00</b>	<b>\$312,946.93</b>
<b>RESTRICTED ESTATE DONATIONS</b>			
MARIE TYNER ESTATE (Maintenance of West Valley shelter)	\$43,242.23	\$0.00	\$43,242.23
AGNES WOOD ESTATE (Maintenance of North Central shelter)	\$112,813.67	\$0.00	\$112,813.67
L.C. MIRABILE ESTATE (Maintenance of SLA shelter)	\$4,316.26	\$0.00	\$4,316.26
SHUSTER/CUNARD ESTATE (Maintenance of East Valley shelter)	\$55,165.68	\$0.00	\$55,165.68
AMELIA PARKER ESTATE (Shelter renovations)	\$7,130.05	\$0.00	\$7,130.05
J.S. ROGERS FOUNDATION S.T.A.R.	16,000.00	\$0.00	\$16,000.00
M.L. PORT LIVING TRUST (Maintenance of WLA shelter)	\$5,000.00	\$0.00	\$5,000.00
<b>TOTAL RESTRICTED ESTATE DONATIONS</b>	<b>\$243,667.89</b>	<b>\$0.00</b>	<b>\$243,667.89</b>
<b>TOTAL ESTATE DONATIONS</b>	<b>\$556,614.82</b>	<b>\$0.00</b>	<b>\$556,614.82</b>
<b>TOTAL DONATIONS AND CONTRIBUTIONS</b>	<b>\$2,776,462.44</b>	<b>\$81,359.77</b>	<b>\$2,857,822.21</b>



**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF DONATIONS AND CONTRIBUTIONS**  
**Fund 859 - ANIMAL WELFARE TRUST FUND (AWTF)**  
**For the period July 1 to February 28, 2017**

	Beg Balance Yr-to-Date (A)	Feb 1-28, 2017 Curr Mo (B)	(A + B = C) Total (A + B = C)
<b>UNRESTRICTED DONATIONS</b>			
AVAILABLE	\$1,260,198.89	\$36,971.22	\$1,297,170.11
RESTITUTION FOR ANIMAL CRUELTY	\$46,594.87	\$370.00	\$46,964.87
CALIFORNIA COMMUNITY FOUNDATION	\$9,793.56		\$9,793.56
AWARDS & REFRESHMENTS	\$433.00		\$433.00
VENDING SALES	\$9,101.00	\$480.45	\$9,581.45
<b>TOTAL UNRESTRICTED DONATIONS</b>	<b>\$1,326,121.32</b>	<b>\$37,821.67</b>	<b>\$1,363,942.99</b>
<b>RESTRICTED DONATIONS</b>			
WEST VALLEY SHELTER (Shelter maintenance)	\$69,443.56	\$914.50	\$70,358.06
HARBOR SHELTER "	\$48,572.88	\$1,229.00	\$49,801.88
NORTH CENTRAL SHELTER "	\$53,560.75	\$476.50	\$54,037.25
SOUTH LA SHELTER "	\$36,217.58	\$209.00	\$36,426.58
EAST VALLEY SHELTER "	\$72,433.30	\$431.95	\$72,865.25
WEST LA SHELTER "	\$95,321.01	\$481.50	\$95,802.51
<b>ON-LINE DONATIONS</b>			
SPECIAL TREATMENT AND RECOVERY (S.T.A.R.) PROGRAM	\$42,431.50	\$1,299.79	\$43,731.29
<b>CHAMELEON DONATIONS</b>			
S.T.A.R. PROGRAM	\$38,659.72	\$140.00	\$38,799.72
FOSTER PROGRAM	\$6,029.87		\$6,029.87
KENNEL PLAQUE SPONSORSHIP	\$47,955.62		\$47,955.62
PUBLIC EDUCATION	\$1,500.00		\$1,500.00
SPECIALIZED MOBILE ANIMAL RESCUE TEAM (S.M.A.R.T.)	\$2,859.41		\$2,859.41
<b>BEST FRIENDS ANIMAL SOCIETY</b>			
Restricted to promote adoptions	\$50,744.00		\$50,744.00
Restricted to adoption ad campaign	\$5,000.00		\$5,000.00
<b>CEQA RELATIVE TO PROPOSED "CAT PROGRAM"</b>			
Best Friends Animal Society	\$0.00		\$0.00
Found Animals	\$0.00		\$0.00
California Community Foundation	\$0.00		\$0.00
ASPCA	\$0.00		\$0.00
<b>ASPCA</b>			
ASPCA GRANT 1 -(CARROLL PETRIE) - pays for pitbulls/chihuahua adoptions	\$0.00		\$0.00
ASPCA GRANT 3B -NEW HOPE Microchips (8,200 pulls @ \$10/microchip)	\$0.00		\$0.00
ASPCA GRANT S3-PUBLIC ADOPTIONS	\$400,000.00		\$400,000.00
<b>GENERAL SERVICES DEPARTMENT</b>	\$4,356.87		\$4,356.87
<b>TOTAL RESTRICTED DONATIONS</b>	<b>\$975,086.07</b>	<b>\$5,182.24</b>	<b>\$980,268.31</b>
<b>UNRESTRICTED ESTATE/TRUST DONATIONS</b>			
ROBERT EMERSON ESTATE	\$10,228.24	\$0.00	\$10,228.24
LIZ DOUGLAS ESTATE	\$10,000.00	\$0.00	\$10,000.00
JIMMY MITCHELL ESTATE	\$270,089.38		\$270,089.38
NORTHERN TRUST COMPANY-Johnston administrative Trust	\$22,629.31	\$0.00	\$22,629.31
<b>TOTAL UNRESTRICTED ESTATE DONATIONS</b>	<b>\$312,946.93</b>	<b>\$0.00</b>	<b>\$312,946.93</b>
<b>RESTRICTED ESTATE DONATIONS</b>			
MARIE TYNER ESTATE (Maintenance of West Valley shelter)	\$43,242.23	\$0.00	\$43,242.23
AGNES WOOD ESTATE (Maintenance of North Central shelter)	\$112,813.67	\$0.00	\$112,813.67
L.C. MIRABILE ESTATE (Maintenance of SLA shelter)	\$4,316.26	\$0.00	\$4,316.26
SHUSTER/CUNARD ESTATE (Maintenance of East Valley shelter)	\$55,165.68	\$0.00	\$55,165.68
AMELIA PARKER ESTATE (Shelter renovations)	\$7,130.05	\$0.00	\$7,130.05
J.S. ROGERS FOUNDATION S.T.A.R.	16,000.00	\$0.00	\$16,000.00
M.L. PORT LIVING TRUST (Maintenance of WLA shelter)	\$5,000.00	\$0.00	\$5,000.00
<b>TOTAL RESTRICTED ESTATE DONATIONS</b>	<b>\$243,667.89</b>	<b>\$0.00</b>	<b>\$243,667.89</b>
<b>TOTAL ESTATE DONATIONS</b>	<b>\$556,614.82</b>	<b>\$0.00</b>	<b>\$556,614.82</b>
<b>TOTAL DONATIONS AND CONTRIBUTIONS</b>	<b>\$2,857,822.21</b>	<b>\$43,003.91</b>	<b>\$2,900,826.12</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**STATEMENT OF REVENUE AND EXPENSES**  
**Fund 859 - ANIMAL WELFARE TRUST FUND (AWTF)**  
**For the period July 1 to March 31, 2017**

	Jul 1 to Feb 28, 2017	Mar 1-31, 2017	(A + B = C)
<b>Revenue</b>	<b>Yr-to-Date (A)</b>	<b>Curr Mo (B)</b>	<b>Total (A + B = C)</b>
Interest Income	\$15,917.31	\$2,929.51	\$18,846.82
Donations & Contributions	\$358,266.33	\$47,880.51	\$406,146.84
<b>TOTAL REVENUE</b>	<b>\$374,183.64</b>	<b>\$50,810.02</b>	<b>\$424,993.66</b>
<b>Expenses</b>			
Travel- PC 832 Arrest and Control at RTC	\$1,927.93		\$1,927.93
SMART/Field Equipment	\$3,985.29		\$3,985.29
RV Shelving - Form Fusion Mfg. Inc.	\$7,500.00		\$7,500.00
Software License-Constant Contact	\$966.00		\$966.00
HSUS CEO Forum	\$375.00		\$375.00
Petedge -3 Tier Cage	\$721.18		\$721.18
Kennel Plaques		\$87.00	\$87.00
X-Ray Machine	\$52,430.00		\$52,430.00
Consultative Strategic Planning -Francisca Baxa	\$5,000.00		\$5,000.00
Exotic Animal Veterinarian	\$5,008.00		\$5,008.00
Microchips Refund	\$329.50		\$329.50
CBS Radio Airtime	\$5,000.00	\$5,000.00	\$10,000.00
Add'l Oper Transfer to Gen Fund-Re-approp-X-ray room	\$44,236.14		\$44,236.14
<b>TOTAL EXPENSES</b>	<b>\$127,479.04</b>	<b>\$5,087.00</b>	<b>\$132,566.04</b>
<b>Net Income (Loss):</b>	<b>\$246,704.60</b>	<b>\$45,723.02</b>	<b>\$292,427.62</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**Schedule of Donations and Contributions by Program**  
**Fund 859 - ANIMAL WELFARE TRUST FUND (AWTF)**  
**For the period July 1 to March 31, 2017**

	Jul 1 to Feb 28, 2017	Mar 1-31, 2017	(A + B = C)
<b>Donations &amp; Contributions</b>	<b>YTD Rev (A)</b>	<b>Curr Mo (B)</b>	<b>Total (A + B + C)</b>
Donations -California Community Foundation	\$0.00		\$0.00
Donations - Community Assistance Fund	\$0.00	\$59.00	\$59.00
Donations -- <b>Special Treatment And Recovery (STAR)</b>	\$4,398.50	\$1,100.00	\$5,498.50
Donations -- Kennel Plaque Sponsorship	\$5,400.00	\$1,800.00	\$7,200.00
Donations -- Foster	\$0.00		\$0.00
Donation-via Direct AWTF Solicitation	\$989.00	\$6.00	\$995.00
Donation-via Direct STAR Solicitation	\$301.00		\$301.00
Donations - Grants/Trusts			
Grant - ASPCA <sup>3</sup> (New Hope Adoption/Microchips)	\$0.00		\$0.00
Grant - ASPCA <sup>S3</sup> (Public Adoptions)	\$0.00		\$0.00
The Northern Trust-Johnston Administrative Trust	\$0.00		\$0.00
Jimmy Mitchell Estate	\$0.00		\$0.00
Donations AWTF (\$300 and below)	\$308,700.68	\$42,203.01	\$350,903.69
Online Donations			
Animal Welfare	\$23,770.86	\$2,222.50	\$25,993.36
S.T.A.R	\$14,706.29	\$490.00	\$15,196.29
<b>TOTAL DONATIONS</b>	<b>\$358,266.33</b>	<b>\$47,880.51</b>	<b>\$406,146.84</b>
<b>Cash Balance, beginning 03/01/17</b>			<b>\$2,900,826.12</b>
<b>Cash Balance, end 03/31/17</b>			<b>\$2,946,548.94</b>



**DEPARTMENT OF ANIMAL SERVICES**  
**STATEMENT OF REVENUE AND EXPENSES**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF-06005A)**  
**For the period July 1 to September 30, 2016**

	July 1- Aug 31, 2016	Sept 1-30, 2016	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<b>Revenue</b>			
Spay and Neuter Fees (\$7 for sterilized; \$2 for intact)	\$87,013.28	\$113,637.08	\$200,650.36
Donations & Contributions	4,302.50	9,338.50	\$13,641.00
General Fund Subsidy (None for 2016-2017)	0.00		\$0.00
<b>Total Revenue</b>	<b>\$91,315.78</b>	<b>\$122,975.58</b>	<b>\$214,291.36</b>
	YTD Expenses (A)	Current Month (B)	Total (C)
<b>Expenses/Encumbrances</b>			
Spay and Neuter Program	\$360,017.30	\$156,857.50	\$516,874.80
Transfer to General Fund (for administrative support of the s/n program)			\$0.00
<b>Total Expense</b>	<b>\$360,017.30</b>	<b>\$156,857.50</b>	<b>\$516,874.80</b>
<b>Net Income (Loss)</b>	<b>(\$268,701.52)</b>	<b>(\$33,881.92)</b>	<b>(\$302,583.44)</b>
Cash Balance, beginning , 09/01/2016			\$4,990,562.88
Cash Balance, end, 09/30/2016			<b>\$4,954,725.66</b>
Dog/Cat Spay & Neuter Deposits	\$60,636.50		\$60,636.50
Pet Adoption Deposit	\$1,845,078.91	(\$5,700.00)	\$1,839,378.91
ASPCA Grant <sup>1</sup>	\$0.00		\$0.00
ASPCA Grant 3A <sup>3</sup>	\$0.00		\$0.00
Fund Balance Residual Encumbrance <sup>2</sup>	\$33,386.03	(\$30,137.22)	\$3,248.81
Unrestricted & Undesignated Fund Balance	\$2,382,950.17		\$2,382,950.17
Residual Equity Transfer <sup>4</sup>	\$668,511.27		\$668,511.27
<b>Total</b>	<b>\$4,990,562.88</b>	<b>(\$35,837.22)</b>	<b>\$4,954,725.66</b>

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

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

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

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

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF DONATIONS & CONTRIBUTIONS**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF-06005A)**  
**For the period July 1 to September 30, 2016**

	July 1- Aug 31, 2016	Sept 1-30, 2016	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<b>Donations &amp; Contributions</b>			
Donations via direct solicitation	0.00		0.00
Donation -- Big Fix	1,283.00	1,590.00	2,873.00
Donations -- \$250 and below	2,845.50	6,788.00	9,633.50
California Community Foundation -- Nellie Rhode Trust	0.00		0.00
Grant-ASPCA <sup>2</sup> -New Hope Adoption	0.00		0.00
Grant-ASPCA 3A-New Hope Adoption	0.00		0.00
Online Donations	174.00	960.50	1,134.50
<b>Total Donations &amp; Contributions</b>	<b>4,302.50</b>	<b>9,338.50</b>	<b>13,641.00</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF SPAY AND NEUTER PAYMENTS BY PROGRAM**  
**Residual encumbrance (APPR 06005A) and Pet Adoption Deposit (BSA 2228)**  
**For the period July 1 to September 30, 2016**

	July 1- Aug 31, 2016	Sept 1-30, 2016	TOTAL
<b>\$30/\$70 Voucher Coupons (ASF)</b>			
Contractual			
ASPCA	\$25,880.00	\$21,215.00	\$47,095.00
SNP LA -EV	\$5,265.00	\$4,115.00	\$9,380.00
SNP LA -HARBOR	\$2,300.00	\$1,300.00	\$3,600.00
VALUE VET	\$270.00	\$520.00	\$790.00
SPAY4LA	\$770.00		\$770.00
Non-Contractual	\$25,510.00	\$20,435.00	\$45,945.00
<b>Total \$30/\$70 Voucher Coupons</b>	<b>\$59,995.00</b>	<b>\$47,585.00</b>	<b>\$107,580.00</b>
<b>Adoption Vouchers (ASF &amp; PAD)</b>			
Contractual			
ASPCA	\$19,347.50	\$11,577.00	\$30,924.50
SNP LA -EV	\$20,350.80	\$8,566.20	\$28,917.00
SNP LA -HARBOR	\$24,922.80	\$10,173.60	\$35,096.40
VALUE VET	\$21,338.00	\$11,694.00	\$33,032.00
SPAY4LA	\$0.00		\$0.00
Amanda Foundation	\$2,592.00		\$2,592.00
Lucy Pet Foundation	\$1,990.00	\$3,098.00	\$5,088.00
Non-Contractual	\$92,636.00	\$42,243.00	\$134,879.00
<b>Total Adoption Vouchers</b>	<b>\$183,177.10</b>	<b>\$87,351.80</b>	<b>\$270,528.90</b>
<b>Mobile Van Spay &amp; NeuterSpay (ASF)</b>			
Amanda Foundation	\$87,220.00	\$12,720.00	\$99,940.00
Lucy Pet Foundation	\$68,850.00	\$40,975.00	\$109,825.00
SPAY4LA	\$34,100.00	\$32,090.00	\$66,190.00
<b>Total Mobile Van Spay &amp; Neuter</b>	<b>\$190,170.00</b>	<b>\$85,785.00</b>	<b>\$275,955.00</b>
<b>GRAND TOTAL SPAY AND NEUTER EXPENSES(ASF/PAD)</b>	<b>\$433,342.10</b>	<b>\$220,721.80</b>	<b>\$654,063.90</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**STATEMENT OF REVENUE AND EXPENSES**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF-06005A)**  
For the period July 1 to October 31, 2016

	July 1- Sept 30, 2016	Oct 1-31, 2016	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<b>Revenue</b>			
Spay and Neuter Fees (\$7 for sterilized; \$2 for intact)	\$200,650.36	\$83,732.35	\$284,382.71
Donations & Contributions	13,641.00	4,168.00	\$17,809.00
General Fund Subsidy (None for 2016-2017)	0.00		\$0.00
<b>Total Revenue</b>	<b>\$214,291.36</b>	<b>\$87,900.35</b>	<b>\$302,191.71</b>
	YTD Expenses (A)	Current Month (B)	Total (C)
<b>Expenses/Encumbrances</b>			
Spay and Neuter Program	\$516,875.10	\$118,779.20	\$635,654.30
Transfer to General Fund (for administrative support of the s/n program)			\$0.00
<b>Total Expense</b>	<b>\$516,875.10</b>	<b>\$118,779.20</b>	<b>\$635,654.30</b>
<b>Net Income (Loss)</b>	<b>(\$302,583.74)</b>	<b>(\$30,878.85)</b>	<b>(\$333,462.59)</b>
Cash Balance, beginning , 10/01/2016			<b>\$4,954,725.66</b>
Cash Balance, end, 10/31/2016			<b>\$4,942,226.81</b>
Dog/Cat Spay & Neuter Deposits	\$60,636.50		\$60,636.50
Pet Adoption Deposit	\$1,839,378.91	\$22,125.00	\$1,861,503.91
ASPCA Grant <sup>1</sup>	\$0.00		\$0.00
ASPCA Grant 3A <sup>3</sup>	\$0.00		\$0.00
Fund Balance Residual Encumbrance <sup>2</sup>	\$3,248.81	(\$34,623.85)	(\$31,375.04)
Unrestricted & Undesignated Fund Balance	\$2,382,950.17		\$2,382,950.17
Residual Equity Transfer <sup>4</sup>	\$668,511.27		\$668,511.27
<b>Total</b>	<b>\$4,954,725.66</b>	<b>(\$12,498.85)</b>	<b>\$4,942,226.81</b>

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

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

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

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

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF DONATIONS & CONTRIBUTIONS**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF-06005A)**  
For the period July 1 to October 31, 2016

	July 1- Sept 30, 2016	Oct 1-31, 2016	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<b>Donations &amp; Contributions</b>			
Donations via direct solicitation	0.00		0.00
Donation -- Big Fix	2,873.00	545.00	3,418.00
Donations -- \$250 and below	9,633.50	3,128.00	12,761.50
California Community Foundation -- Nellie Rhode Trust	0.00		0.00
Grant-ASPCA <sup>2</sup> -New Hope Adoption	0.00		0.00
Grant-ASPCA 3A-New Hope Adoption	0.00		0.00
Online Donations	1,134.50	495.00	1,629.50
<b>Total Donations &amp; Contributions</b>	<b>13,641.00</b>	<b>4,168.00</b>	<b>17,809.00</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF SPAY AND NEUTER PAYMENTS BY PROGRAM**  
**Residual encumbrance (APPR 06005A) and Pet Adoption Deposit (BSA 2228)**  
For the period July 1 to October 31, 2016

	July 1- Sept 30, 2016	Oct 1-31, 2016	TOTAL
<b>\$30/\$70 Voucher Coupons (ASF)</b>			
Contractual			
ASPCA	\$47,095.00	\$12,140.00	\$59,235.00
SNP LA -EV	\$9,380.00	\$1,865.00	\$11,245.00
SNP LA -HARBOR	\$3,600.00		\$3,600.00
VALUE VET	\$790.00	\$350.00	\$1,140.00
SPAY4LA	\$770.00		\$770.00
Non-Contractual	\$45,945.00	\$21,210.00	\$67,155.00
<b>Total \$30/\$70 Voucher Coupons</b>	<b>\$107,580.00</b>	<b>\$35,565.00</b>	<b>\$143,145.00</b>
<b>Adoption Vouchers (ASF &amp; PAD)</b>			
Contractual			
ASPCA	\$30,924.50	\$7,249.00	\$38,173.50
SNP LA -EV	\$28,917.00	\$1,609.20	\$30,526.20
SNP LA -HARBOR	\$35,096.40		\$35,096.40
VALUE VET	\$33,032.00	\$7,518.00	\$40,550.00
SPAY4LA	\$0.00		\$0.00
Amanda Foundation	\$2,592.00		\$2,592.00
Lucy Pet Foundation	\$5,088.00		\$5,088.00
Non-Contractual	\$134,879.00	\$43,404.00	\$178,283.00
<b>Total Adoption Vouchers</b>	<b>\$270,528.90</b>	<b>\$59,780.20</b>	<b>\$330,309.10</b>
<b>Mobile Van Spay &amp; NeuterSpay (ASF)</b>			
Amanda Foundation	\$99,940.00		\$99,940.00
Lucy Pet Foundation	\$109,825.00	\$37,635.00	\$147,460.00
SPAY4LA	\$66,190.00	\$14,625.00	\$80,815.00
<b>Total Mobile Van Spay &amp; Neuter</b>	<b>\$275,955.00</b>	<b>\$52,260.00</b>	<b>\$328,215.00</b>
<b>GRAND TOTAL SPAY AND NEUTER EXPENSES(ASF/PAD)</b>	<b>\$654,063.90</b>	<b>\$147,605.20</b>	<b>\$801,669.10</b>



**DEPARTMENT OF ANIMAL SERVICES**  
**STATEMENT OF REVENUE AND EXPENSES**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF-06005A)**  
For the period July 1 to November 30, 2016

	July 1- Oct 31, 2016	Nov 1-30, 2016	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<b>Revenue</b>			
Spay and Neuter Fees (\$7 for sterilized; \$2 for intact)	\$284,382.71	\$75,191.02	\$359,573.73
Donations & Contributions	17,809.00	4,623.50	\$22,432.50
General Fund Subsidy (None for 2016-2017)	0.00		\$0.00
<b>Total Revenue</b>	<b>\$302,191.71</b>	<b>\$79,814.52</b>	<b>\$382,006.23</b>
	YTD Expenses (A)	Current Month (B)	Total (C)
<b>Expenses/Encumbrances</b>			
Spay and Neuter Program	\$635,654.30	\$159,723.80	\$795,378.10
Transfer to General Fund (for administrative support of the s/n program)		\$555,426.00	\$555,426.00
<b>Total Expense</b>	<b>\$635,654.30</b>	<b>\$715,149.80</b>	<b>\$1,350,804.10</b>
<b>Net Income (Loss)</b>	<b>(\$333,462.59)</b>	<b>(\$635,335.28)</b>	<b>(\$968,797.87)</b>
Cash Balance, beginning , 11/01/2016			<b>\$4,942,226.81</b>
Cash Balance, end, 11/30/2016			<b>\$4,325,164.59</b>
Dog/Cat Spay & Neuter Deposits	\$60,636.50		\$60,636.50
Pet Adoption Deposit	\$1,861,503.91	\$10,105.00	\$1,871,608.91
ASPCA Grant <sup>1</sup>	\$0.00		\$0.00
ASPCA Grant 3A <sup>3</sup>	\$0.00		\$0.00
Fund Balance Residual Encumbrance <sup>2</sup>	(\$31,375.04)	(\$627,167.22)	(\$658,542.26)
Unrestricted & Undesignated Fund Balance	\$2,382,950.17		\$2,382,950.17
Residual Equity Transfer <sup>4</sup>	\$668,511.27		\$668,511.27
<b>Total</b>	<b>\$4,942,226.81</b>	<b>(\$617,062.22)</b>	<b>\$4,325,164.59</b>

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

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

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

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

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF DONATIONS & CONTRIBUTIONS**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF-06005A)**  
For the period July 1 to November 30, 2016

	July 1- Oct 31, 2016	Nov 1-30, 2016	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<b>Donations &amp; Contributions</b>			
Donations via direct solicitation	0.00		0.00
Donation -- Big Fix	3,418.00	86.00	3,504.00
Donations -- \$250 and below	12,761.50	3,257.00	16,018.50
California Community Foundation -- Nellie Rhode Trust	0.00		0.00
Grant-ASPCA <sup>2</sup> -New Hope Adoption	0.00		0.00
Grant-ASPCA 3A-New Hope Adoption	0.00		0.00
Online Donations	1,629.50	1,280.50	2,910.00
<b>Total Donations &amp; Contributions</b>	<b>17,809.00</b>	<b>4,623.50</b>	<b>22,432.50</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF SPAY AND NEUTER PAYMENTS BY PROGRAM**  
**Residual encumbrance (APPR 06005A) and Pet Adoption Deposit (BSA 2228)**  
For the period July 1 to November 30, 2016

	July 1- Oct 31, 2016	Nov 1-30, 2016	TOTAL
<b>\$30/\$70 Voucher Coupons (ASF)</b>			
Contractual			
ASPCA	\$59,235.00	\$13,795.00	\$73,030.00
SNP LA -EV	\$11,245.00	\$11,995.00	\$23,240.00
SNP LA -HARBOR	\$3,600.00	\$3,570.00	\$7,170.00
VALUE VET	\$1,140.00	\$840.00	\$1,980.00
SPAY4LA	\$770.00		\$770.00
Non-Contractual	\$67,155.00	\$25,045.00	\$92,200.00
<b>Total \$30/\$70 Voucher Coupons</b>	<b>\$143,145.00</b>	<b>\$55,245.00</b>	<b>\$198,390.00</b>
<b>Adoption Vouchers (ASF &amp; PAD)</b>			
Contractual			
ASPCA	\$38,173.50	\$7,883.00	\$46,056.50
SNP LA -EV	\$30,526.20		\$30,526.20
SNP LA -HARBOR	\$35,096.40	\$19,783.80	\$54,880.20
VALUE VET	\$40,550.00	\$13,230.00	\$53,780.00
SPAY4LA	\$0.00		\$0.00
Amanda Foundation	\$2,592.00		\$2,592.00
Lucy Pet Foundation	\$5,088.00		\$5,088.00
Non-Contractual	\$178,283.00	\$43,738.00	\$222,021.00
<b>Total Adoption Vouchers</b>	<b>\$330,309.10</b>	<b>\$84,634.80</b>	<b>\$414,943.90</b>
<b>Mobile Van Spay &amp; NeuterSpay (ASF)</b>			
Amanda Foundation	\$99,940.00	\$23,905.00	\$123,845.00
Lucy Pet Foundation	\$147,460.00	\$35,645.00	\$183,105.00
SPAY4LA	\$80,815.00		\$80,815.00
<b>Total Mobile Van Spay &amp; Neuter</b>	<b>\$328,215.00</b>	<b>\$59,550.00</b>	<b>\$387,765.00</b>
<b>GRAND TOTAL SPAY AND NEUTER EXPENSES(ASF/PAD)</b>	<b>\$801,669.10</b>	<b>\$199,429.80</b>	<b>\$1,001,098.90</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**STATEMENT OF REVENUE AND EXPENSES**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF-06005A)**  
**For the period July 1 to December 31, 2016**

	July 1- Nov 30, 2016	Dec 1-31, 2016	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<b>Revenue</b>			
Spay and Neuter Fees (\$7 for sterilized; \$2 for intact)	\$359,573.73	\$68,837.50	\$428,411.23
Donations & Contributions	22,432.50	7,303.00	\$29,735.50
General Fund Subsidy (None for 2016-2017)	0.00		\$0.00
<b>Total Revenue</b>	<b>\$382,006.23</b>	<b>\$76,140.50</b>	<b>\$458,146.73</b>
	YTD Expenses (A)	Current Month (B)	Total (C)
<b>Expenses/Encumbrances</b>			
Spay and Neuter Program	\$795,378.10	\$116,628.60	\$912,006.70
Transfer to General Fund (for administrative support of the s/n program)	555,426.00		\$555,426.00
<b>Total Expense</b>	<b>\$1,350,804.10</b>	<b>\$116,628.60</b>	<b>\$1,467,432.70</b>
<b>Net Income (Loss)</b>	<b>(\$968,797.87)</b>	<b>(\$40,488.10)</b>	<b>(\$1,009,285.97)</b>
Cash Balance, beginning , 12/01/2016			<b>\$4,325,164.59</b>
Cash Balance, end, 12/31/2016			<b>\$4,298,140.99</b>
Dog/Cat Spay & Neuter Deposits	\$60,636.50		\$60,636.50
Pet Adoption Deposit	\$1,871,608.91	\$13,464.50	\$1,885,073.41
ASPCA Grant <sup>1</sup>	\$0.00		\$0.00
ASPCA Grant 3A <sup>3</sup>	\$0.00		\$0.00
Fund Balance Residual Encumbrance <sup>2</sup>	(\$658,542.26)	(\$40,488.10)	(\$699,030.36)
Unrestricted & Undesignated Fund Balance	\$2,382,950.17		\$2,382,950.17
Residual Equity Transfer <sup>4</sup>	\$668,511.27		\$668,511.27
<b>Total</b>	<b>\$4,325,164.59</b>	<b>(\$27,023.60)</b>	<b>\$4,298,140.99</b>

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

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

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

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

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF DONATIONS & CONTRIBUTIONS**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF-06005A)**  
**For the period July 1 to December 31, 2016**

	July 1- Nov 30, 2016	Dec 1-31, 2016	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<b>Donations &amp; Contributions</b>			
Donations via direct solicitation	0.00		0.00
Donation -- Big Fix	3,504.00	1,365.00	4,869.00
Donations -- \$250 and below	16,018.50	1,662.50	17,681.00
California Community Foundation -- Nellie Rhode Trust	0.00		0.00
Grant-ASPCA <sup>2</sup> -New Hope Adoption	0.00		0.00
Grant-ASPCA 3A-New Hope Adoption	0.00		0.00
Online Donations	2,910.00	4,275.50	7,185.50
<b>Total Donations &amp; Contributions</b>	<b>22,432.50</b>	<b>7,303.00</b>	<b>29,735.50</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF SPAY AND NEUTER PAYMENTS BY PROGRAM**  
**Residual encumbrance (APPR 06005A) and Pet Adoption Deposit (BSA 2228)**  
**For the period July 1 to December 31, 2016**

	July 1- Nov 30, 2016	Dec 1-31, 2016	TOTAL
<b>\$30/\$70 Voucher Coupons (ASF)</b>			
Contractual			
ASPCA	\$73,030.00	\$11,305.00	\$84,335.00
SNP LA -EV	\$23,240.00		\$23,240.00
SNP LA -HARBOR	\$7,170.00	\$2,425.00	\$9,595.00
VALUE VET	\$1,980.00	\$435.00	\$2,415.00
SPAY4LA	\$770.00		\$770.00
Non-Contractual	\$92,200.00	\$19,565.00	\$111,765.00
<b>Total \$30/\$70 Voucher Coupons</b>	<b>\$198,390.00</b>	<b>\$33,730.00</b>	<b>\$232,120.00</b>
<b>Adoption Vouchers (ASF &amp; PAD)</b>			
Contractual			
ASPCA	\$46,056.50	\$9,519.00	\$55,575.50
SNP LA -EV	\$30,526.20		\$30,526.20
SNP LA -HARBOR	\$54,880.20	\$9,021.60	\$63,901.80
VALUE VET	\$53,780.00	\$10,428.00	\$64,208.00
SPAY4LA	\$0.00		\$0.00
Amanda Foundation	\$2,592.00		\$2,592.00
Lucy Pet Foundation	\$5,088.00	\$1,856.00	\$6,944.00
Non-Contractual	\$222,021.00	\$40,040.00	\$262,061.00
<b>Total Adoption Vouchers</b>	<b>\$414,943.90</b>	<b>\$70,864.60</b>	<b>\$485,808.50</b>
<b>Mobile Van Spay &amp; NeuterSpay (ASF)</b>			
Amanda Foundation	\$123,845.00		\$123,845.00
Lucy Pet Foundation	\$183,105.00	\$37,305.00	\$220,410.00
SPAY4LA	\$80,815.00	\$11,240.00	\$92,055.00
<b>Total Mobile Van Spay &amp; Neuter</b>	<b>\$387,765.00</b>	<b>\$48,545.00</b>	<b>\$436,310.00</b>
<b>GRAND TOTAL SPAY AND NEUTER EXPENSES(ASF/PAD)</b>	<b>\$1,001,098.90</b>	<b>\$153,139.60</b>	<b>\$1,154,238.50</b>



**DEPARTMENT OF ANIMAL SERVICES**  
**STATEMENT OF REVENUE AND EXPENSES**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF-06005A)**  
**For the period July 1 to January 31, 2017**

	July 1- Dec 31, 2016	Jan 1-31, 2017	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<b>Revenue</b>			
Spay and Neuter Fees (\$7 for sterilized; \$2 for intact)	\$428,411.23	\$72,686.00	\$501,097.23
Donations & Contributions	29,735.50	20,692.23	\$50,427.73
General Fund Subsidy (None for 2016-2017)	0.00		\$0.00
<b>Total Revenue</b>	<b>\$458,146.73</b>	<b>\$93,378.23</b>	<b>\$551,524.96</b>
	YTD Expenses (A)	Current Month (B)	Total (C)
<b>Expenses/Encumbrances</b>			
Spay and Neuter Program	\$912,006.70	\$124,451.40	\$1,036,458.10
Transfer to General Fund (for administrative support of the s/n program)	555,426.00		\$555,426.00
<b>Total Expense</b>	<b>\$1,467,432.70</b>	<b>\$124,451.40</b>	<b>\$1,591,884.10</b>
<b>Net Income (Loss)</b>	<b>(\$1,009,285.97)</b>	<b>(\$31,073.17)</b>	<b>(\$1,040,359.14)</b>
Cash Balance, beginning , 01/01/2017			<b>\$4,298,267.82</b>
Cash Balance, end, 01/31/2017			<b>\$4,275,267.82</b>
Dog/Cat Spay & Neuter Deposits	\$60,636.50		\$60,636.50
Pet Adoption Deposit	\$1,885,073.41	\$8,200.00	\$1,893,273.41
ASPCA Grant <sup>1</sup>	\$0.00		\$0.00
ASPCA Grant 3A <sup>3</sup>	\$0.00		\$0.00
Fund Balance Residual Encumbrance <sup>2</sup>	(\$699,030.36)	(\$31,073.17)	(\$730,103.53)
Unrestricted & Undesignated Fund Balance	\$2,382,950.17		\$2,382,950.17
Residual Equity Transfer <sup>4</sup>	\$668,511.27		\$668,511.27
<b>Total</b>	<b>\$4,298,140.99</b>	<b>(\$22,873.17)</b>	<b>\$4,275,267.82</b>

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

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

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

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

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF DONATIONS & CONTRIBUTIONS**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF-06005A)**  
**For the period July 1 to January 31, 2017**

	July 1- Dec 31, 2016	Jan 1-31, 2017	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<b>Donations &amp; Contributions</b>			
Donations via direct solicitation	0.00		0.00
Donation-California Community Fund		8,005.00	8,005.00
Donation -- Big Fix	4,869.00	505.00	5,374.00
Donations -- \$250 and below	17,681.00	9,457.73	27,138.73
California Community Foundation -- Nellie Rhode Trust	0.00		0.00
Grant-ASPCA <sup>2</sup> -New Hope Adoption	0.00		0.00
Grant-ASPCA 3A-New Hope Adoption	0.00		0.00
Online Donations	7,185.50	2,724.50	9,910.00
<b>Total Donations &amp; Contributions</b>	<b>29,735.50</b>	<b>20,692.23</b>	<b>50,427.73</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF SPAY AND NEUTER PAYMENTS BY PROGRAM**  
**Residual encumbrance (APPR 06005A) and Pet Adoption Deposit (BSA 2228)**  
**For the period July 1 to January 31, 2017**

	July 1- Dec 31, 2016	Jan 1-31, 2017	TOTAL
<b>\$30/\$70 Voucher Coupons (ASF)</b>			
Contractual			
ASPCA	\$84,335.00	\$9,845.00	\$94,180.00
SNP LA -EV	\$23,240.00		\$23,240.00
SNP LA -HARBOR	\$9,595.00	\$315.00	\$9,910.00
VALUE VET	\$2,415.00	\$590.00	\$3,005.00
SPAY4LA	\$770.00		\$770.00
Non-Contractual	\$111,765.00	\$24,260.00	\$136,025.00
<b>Total \$30/\$70 Voucher Coupons</b>	<b>\$232,120.00</b>	<b>\$35,010.00</b>	<b>\$267,130.00</b>
<b>Adoption Vouchers (ASF &amp; PAD)</b>			
Contractual			
ASPCA	\$55,575.50	\$7,271.00	\$62,846.50
SNP LA -EV	\$30,526.20	\$725.00	\$31,251.20
SNP LA -HARBOR	\$63,901.80	\$6,129.00	\$70,030.80
VALUE VET	\$64,208.00	\$11,688.00	\$75,896.00
SPAY4LA	\$0.00		\$0.00
Amanda Foundation	\$2,592.00		\$2,592.00
Lucy Pet Foundation	\$6,944.00		\$6,944.00
Non-Contractual	\$262,061.00	\$54,370.00	\$316,431.00
<b>Total Adoption Vouchers</b>	<b>\$485,808.50</b>	<b>\$80,183.00</b>	<b>\$565,991.50</b>
<b>Mobile Van Spay &amp; NeuterSpay (ASF)</b>			
Amanda Foundation	\$123,845.00	\$23,070.00	\$146,915.00
Lucy Pet Foundation	\$220,410.00	\$21,390.00	\$241,800.00
SPAY4LA	\$92,055.00	\$17,035.00	\$109,090.00
<b>Total Mobile Van Spay &amp; Neuter</b>	<b>\$436,310.00</b>	<b>\$61,495.00</b>	<b>\$497,805.00</b>
<b>GRAND TOTAL SPAY AND NEUTER EXPENSES(ASF/PAD)</b>	<b>\$1,154,238.50</b>	<b>\$176,688.00</b>	<b>\$1,330,926.50</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**STATEMENT OF REVENUE AND EXPENSES**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF-06005A)**  
**For the period July 1 to Febuary 28, 2017**

	July 1- Jan 31, 2017	Feb 1-28, 2017	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<b>Revenue</b>			
Spay and Neuter Fees (\$7 for sterilized; \$2 for intact)	\$501,097.23	\$78,850.01	\$579,947.24
Donations & Contributions	50,427.73	8,920.85	\$59,348.58
General Fund Subsidy (None for 2016-2017)	0.00		\$0.00
<b>Total Revenue</b>	<b>\$551,524.96</b>	<b>\$87,770.86</b>	<b>\$639,295.82</b>
	YTD Expenses (A)	Current Month (B)	Total (C)
<b>Expenses/Encumbrances</b>			
Spay and Neuter Program	\$1,036,458.10	\$183,456.00	\$1,219,914.10
Transfer to General Fund (for administrative support of the s/n program)	555,426.00		\$555,426.00
<b>Total Expense</b>	<b>\$1,591,884.10</b>	<b>\$183,456.00</b>	<b>\$1,775,340.10</b>
<b>Net Income (Loss)</b>	<b>(\$1,040,359.14)</b>	<b>(\$95,685.14)</b>	<b>(\$1,136,044.28)</b>
Cash Balance, beginning , 02/01/2017			<b>\$4,275,267.82</b>
Cash Balance, end, 02/28/2017			<b>\$4,218,122.68</b>
Dog/Cat Spay & Neuter Deposits	\$60,636.50		\$60,636.50
Pet Adoption Deposit	\$1,893,273.41	\$38,540.00	\$1,931,813.41
ASPCA Grant <sup>1</sup>	\$0.00		\$0.00
ASPCA Grant 3A <sup>3</sup>	\$0.00		\$0.00
Fund Balance Residual Encumbrance <sup>2</sup>	(\$730,103.53)	(\$95,685.14)	(\$825,788.67)
Unrestricted & Undesignated Fund Balance	\$2,382,950.17		\$2,382,950.17
Residual Equity Transfer <sup>4</sup>	\$668,511.27		\$668,511.27
<b>Total</b>	<b>\$4,275,267.82</b>	<b>(\$57,145.14)</b>	<b>\$4,218,122.68</b>

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

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

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

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

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF DONATIONS & CONTRIBUTIONS**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF-06005A)**  
**For the period July 1 to February 28, 2017**

	July 1- Jan 31, 2017	Feb 1-28, 2017	(A + B = C)
	YTD Revenue (A)	Current Month (B)	Total (C)
<b>Donations &amp; Contributions</b>			
Donations via direct solicitation	0.00		0.00
Donation-California Community Fund	8,005.00		8,005.00
Donation -- Big Fix	5,374.00	56.00	5,430.00
Donations -- \$250 and below	27,138.73	7,683.35	34,822.08
California Community Foundation -- Nellie Rhode Trust	0.00		0.00
Grant-ASPCA <sup>2</sup> -New Hope Adoption	0.00		0.00
Grant-ASPCA 3A-New Hope Adoption	0.00		0.00
Online Donations	9,910.00	1,181.50	11,091.50
<b>Total Donations &amp; Contributions</b>	<b>50,427.73</b>	<b>8,920.85</b>	<b>59,348.58</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF SPAY AND NEUTER PAYMENTS BY PROGRAM**  
**Residual encumbrance (APPR 06005A) and Pet Adoption Deposit (BSA 2228)**  
**For the period July 1 to February 28, 2017**

	July 1- Jan 31, 2017	Feb 1-28, 2017	TOTAL
<b>\$30/\$70 Voucher Coupons (ASF)</b>			
Contractual			
ASPCA	\$94,180.00	\$11,865.00	\$106,045.00
SNP LA -EV	\$23,240.00		\$23,240.00
SNP LA -HARBOR	\$9,910.00		\$9,910.00
VALUE VET	\$3,005.00	\$1,785.00	\$4,790.00
SPAY4LA	\$770.00		\$770.00
Non-Contractual	\$136,025.00	\$31,570.00	\$167,595.00
<b>Total \$30/\$70 Voucher Coupons</b>	<b>\$267,130.00</b>	<b>\$45,220.00</b>	<b>\$312,350.00</b>
<b>Adoption Vouchers (ASF &amp; PAD)</b>			
Contractual			
ASPCA	\$62,846.50	\$9,644.00	\$72,490.50
SNP LA -EV	\$31,251.20		\$31,251.20
SNP LA -HARBOR	\$70,030.80		\$70,030.80
VALUE VET	\$75,896.00	\$7,696.00	\$83,592.00
SPAY4LA	\$0.00	\$256.00	\$256.00
Amanda Foundation	\$2,592.00		\$2,592.00
Lucy Pet Foundation	\$6,944.00		\$6,944.00
Non-Contractual	\$316,431.00	\$48,830.00	\$365,261.00
<b>Total Adoption Vouchers</b>	<b>\$565,991.50</b>	<b>\$66,426.00</b>	<b>\$632,417.50</b>
<b>Mobile Van Spay &amp; NeuterSpay (ASF)</b>			
Amanda Foundation	\$146,915.00	\$39,230.00	\$186,145.00
Lucy Pet Foundation	\$241,800.00	\$43,985.00	\$285,785.00
SPAY4LA	\$109,090.00	\$14,385.00	\$123,475.00
<b>Total Mobile Van Spay &amp; Neuter</b>	<b>\$497,805.00</b>	<b>\$97,600.00</b>	<b>\$595,405.00</b>
<b>GRAND TOTAL SPAY AND NEUTER EXPENSES(ASF/PAD)</b>	<b>\$1,330,926.50</b>	<b>\$209,246.00</b>	<b>\$1,540,172.50</b>



**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF SPAY AND NEUTER EXPENSES**  
**FUND 842- ANIMAL STERILIZATION FUND (ASF 06005A)**  
**For the period July 1 to March 31, 2017**

	July 1- Feb 28, 2017	Mar 1-31, 2017	(A + B = C)
Amanda Foundation (\$500,000 mobile spay/neuter contract-116573)	\$187,737.00	\$25,135.00	\$212,872.00
ASPCA (\$500,000 contract for SLA clinic-123811)	\$114,706.50	\$15,472.00	\$130,178.50
Lucy Pet Foundation (\$500,000 mobile spay/neuter contract-126900)	\$295,833.00	\$48,200.00	\$344,033.00
SPAY4LA( \$500,000 mobile spay/neuter contract-125233)	\$123,475.00	\$15,320.00	\$138,795.00
SNP LA ( \$500,000 contract for Harbor s/n clinic-125639)	\$55,500.80	\$12,263.80	\$67,764.60
SNP LA ( \$500,000 contracts for East Valley s/n clinic-117333)	\$37,113.80		\$37,113.80
Value Vet (\$500,000 contract for WLA s/n clinic-125775)	\$66,332.00	\$4,841.00	\$71,173.00
Other participating vets	\$339,216.00	\$40,114.00	\$379,330.00
<b>Total S/N Program(ASF)</b>	<b>\$1,219,914.10</b>	<b>\$161,345.80</b>	<b>\$1,381,259.90</b>

**DEPARTMENT OF ANIMAL SERVICES**  
**SCHEDULE OF SPAY AND NEUTER EXPENSES**  
**FUND 842- ANIMAL STERILIZATION FUND (APPR 06005A)**  
**For the period July 1 to March 31, 2017**

	July 1- Feb 28, 2017	Mar 1-31, 2017	(A + B = C)
	<b>YTD Revenue (A)</b>	<b>Current Month (B)</b>	<b>Total (C)</b>
<b><u>OTHER PARTICIPATING VETS</u></b>			
All Pets Medical Center -William Martin	\$0.00		\$0.00
Aloro Pet Clinic -Suresh V. Dogra DVM Inc.	\$9,926.00	\$2,169.00	\$12,095.00
Angeles Vista Pet Clinic - John D. Hardy	\$0.00		\$0.00
Angelus Pet Hospital -Ahmed A. Khalek	\$38,234.00	\$5,032.00	\$43,266.00
Animal Health Care Ctr -Lisa Hsuan Inc.	\$90.00		\$90.00
Animal Hospital LA Inc.	\$140.00		\$140.00
Animal Rescue Center -Sis Inc.	\$20,023.00	\$2,244.00	\$22,267.00
Avenue 26 Small Animal Hospital	\$0.00		\$0.00
Best Friends Animal Society	\$17,994.00	\$4,539.00	\$22,533.00
Beverly Vigil/DR. Seong Kim Veterinary Corp	\$1,135.00		\$1,135.00
Center Sinai Animal Hospital -Barlin Inc.	\$3,502.00	\$830.00	\$4,332.00
Community Vet Hospital -Delora Lauver/Edward James Lauver	\$17,821.00		\$17,821.00
Cozycroft Pet Hospital - Steve Haerther DVM Inc.	\$10,698.00	\$1,158.00	\$11,856.00
Devonshire Animal Hospital	\$0.00		\$0.00
Dog & Cat S/N Clinic -MK Veterinary Corporation	\$0.00		\$0.00
Eagle Glen Veterinary Clinic	\$125.00		\$125.00
Family Veterinary, Inc.	\$26,315.00	\$5,580.00	\$31,895.00
Fixnation, Inc	\$8,778.00	\$828.00	\$9,606.00
Gateway Animal Hospital	\$16,070.00	\$1,879.00	\$17,949.00
Green Dog & Cat Hospital -Dina N. Bahl	\$540.00	\$205.00	\$745.00
Highland Park Animal Hospital	\$490.00	\$80.00	\$570.00
Highland Veterinary Hospital, Inc.	\$0.00		\$0.00
Holiday Humane Society	\$0.00		\$0.00
JP Pet Clinic	\$416.00	\$68.00	\$484.00
Kinder4Rescue	\$2,698.00	\$500.00	\$3,198.00
LA Central Animal Hospital	\$4,481.00	\$625.00	\$5,106.00
Marsan Inc.	\$2,058.00		\$2,058.00
Mar Vista Animal Med Ctr -Wendy C Brooks	\$360.00		\$360.00
MK Veterinary Clinic	\$1,750.00		\$1,750.00
N. Valley Vet Clinic -Todd A. Bender	\$0.00		\$0.00
North Figueroa Animal Hospital	\$78,840.00	\$8,782.00	\$87,622.00
Northridge Animal Med Ctr -Marco Pet Care Inc	\$994.00		\$994.00
Peninsula Pet Clinic Inc	\$218.00	\$166.00	\$384.00
Pet Care Veterinary Center	\$12,382.00		\$12,382.00
Porter Pet Hospital	\$6,664.00		\$6,664.00
Pruno Vet Enterprises	\$58.00		\$58.00
Roxford Veterinary Clinic - Teresa Long	\$126.00		\$126.00
Shadow Hills Pet Clinic - Satich K. Mohan	\$0.00		\$0.00
South Shores Pet Clinic of San Pedro	\$2,849.00	\$350.00	\$3,199.00
Spay and Neuter of Los Angeles-Pico	\$1,776.00		\$1,776.00
Spay4LA	\$770.00		\$770.00
Taub Veterinary Services, Inc.	\$0.00		\$0.00
The Pet Orphans Fund	\$0.00		\$0.00
Valley Animal Hospital of Van Nuys	\$0.00		\$0.00
Value Vet., Inc.-Canoga Park	\$45,209.00	\$5,079.00	\$50,288.00
Warren Animal Hospital -Marsan Inc.	\$4,216.00		\$4,216.00
Westchester Vet Center -Henry K Yoo	\$0.00		\$0.00
Westside Cat Practice -Thomas H. Elston	\$1,470.00		\$1,470.00
<b>Total Other Participating Vets</b>	<b>\$339,216.00</b>	<b>\$40,114.00</b>	<b>\$379,330.00</b>

**BOARD OF  
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INTERIM ASSISTANT GENERAL MANAGER

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

**MEETING DATE:** April 11, 2017

**PREPARED BY:** Mark D. Salazar

**REPORT DATE:** April 7, 2017

**TITLE:** Director of Field Operations

**SUBJECT: NEW ANIMAL COLLECTION VEHICLE UPDATE**

**BOARD ACTIONS RECOMMENDED:**

- RECEIVE AND FILE this report.

**SUMMARY:**

DAS received the first two of 17 new Animal Collection Vehicles (trucks) in December of 2015. The trucks were the incorrect chassis sizes, an error by the dealer. The vehicles also had some build out problems, such as the inner cage doors falling out of place. Fleet obtained a new contract and modified the specifications to correct the concerns on the remaining order. The first of the 15 remaining trucks was anticipated to be delivered in September of 2016.

**BACKGROUND:**

In October of 2016, DAS staff met with Fleet representatives at the location where the trucks were having the animal compartments built-out and installed. One vehicle was reviewed in its final stages. It was determined at that time that some modifications were made without the approval of DAS, and out of the range of the agreed specifications. These primary concerns dealt with cross-contamination issues throughout all of the compartments and the lack of sufficient outer door compartment ventilation to allow for adequate airflow on hot days when the vehicle and the A/C system may be turned off. This halted the project until Fleet could determine a recommended solution.

Since October of 2016, DAS staff met with Fleet on several occasions to review re-design options. A solution was reached in March of 2017 where the manufacturer of the compartments could install diffusers in the inner compartments which would eliminate direct animal contact.

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Report to the Board of Animal Services Commissioners  
SUBJECT: NEW ANIMAL COLLECTION VEHICLE UPDATE

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The manufacturer could also install additional vents in the outer compartment doors to allow for more outside air circulation, meeting with the original specifications.

**SUMMARY:**

Fleet is currently scheduling a meeting with DAS staff to discuss and confirm the corrections for later this month. Once finalized, the manufacturer will complete the build of one vehicle for review and approval by DAS staff, including the Chief Veterinarian. After the vehicle is approved, the remaining 14 vehicles will be scheduled for completion. No dates or schedules have been provided yet on when any of the vehicles will be completed.

**FISCAL IMPACT:**

No financial impact to the Department at this time.

Approved:

Brenda Barnette

*Brenda Barnette, General Manager*

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**BOARD ACTION:**

\_\_\_\_\_ Passed

Disapproved \_\_\_\_\_

\_\_\_\_\_ Passed with noted modifications

Continued \_\_\_\_\_

\_\_\_\_\_ Tabled

New Date \_\_\_\_\_