



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES

REGULAR MEETING AGENDA
Tuesday, November 12, 2019
9:00 A.M.

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

LARRY GROSS
President

OLIVIA E. GARCÍA
Vice-President

ALISA FINSTEN
JOSE SANDOVAL
ROGER WOLFSON

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For information please call (213) 482-9558.

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 191120 NC**
Appellant(s): Sarah Hong, Ki Hong
North Central Animal Services Center: Lieutenant Aaron Owen
Complaining Witness: Michelle Nadar
2. **Barking Revocation Animal Case: BR 192153 WV**
Appellant(s): Gil S. Hernandez
West Valley Animal Services Center: Captain Lorna Esparza
Complaining Witness: Louis Cantilo, Rebecca Lewinter, Carol Reinstein

3. **Barking Revocation Animal Case: BR 192144 NC**
Appellant(s): Michael Pappas, Donna Pappas
North Central Animal Services Center: Lieutenant Aaron Owen
Complaining Witness: Kevin Herlihy

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)

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 Minutes for the Meeting of October 22, 2019. (Action Item)

4. ORAL REPORT OF THE GENERAL MANAGER AND UPDATES REQUESTED BY COMMISSIONERS

AGM MeLissa Webber –

- Homelessness
- Safety in Shelters

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

6. BOARD REPORTS

- A. Authorize the Purchase of Two Industrial Dishwashers (Action Item)
- B. Authorize the Transfer of American Society for the Prevention of Cruelty to Animals Grant Funds in the Amount of \$100,415 from the Animal Welfare Trust Fund to the Animal Sterilization Fund for Reimbursement of Sterilization Costs (Action Item)
- C. Authorize a Microchip Donation Agreement between the City of Los Angeles and the Michelson Found Animals Foundation, Inc. (Action Item)

D. 1st Quarter Revenue, Expenditures, Animal Sterilization Fund and Animal Welfare Trust Fund Financial Reports for Fiscal Year 2019-20 (Information Item)

7. ADJOURNMENT

Next Regular Meeting is scheduled for 9:00 A.M., November 26, 2019, at City Hall 200 North Spring Street, Room 1060, Los Angeles, CA 90012. (Enter on Main Street).

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Tuesday of each month at 9:00 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, 6th Floor, Suite 600, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2nd 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.

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NOTIFICATION OF ADMINISTRATIVE APPEAL HEARINGS

To Be Held:
Tuesday, November 12, 2019, at 9:00 A.M.
City Hall
200 North Spring Street, 10th 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 191120 NC**
Appellant(s): Sarah Hong, Ki Hong
North Central Animal Services Center: Lieutenant Aaron Owen
Complaining Witness: Michelle Nadar
2. **Barking Revocation Animal Case: BR 192153 WV**
Appellant(s): Gil S. Hernandez
West Valley Animal Services Center: Captain Lorna Esparza
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3. **Barking Revocation Animal Case: BR 192144 NC**
Appellant(s): Michael Pappas, Donna Pappas
North Central Animal Services Center: Lieutenant Aaron Owen
Complaining Witness: Kevin Herlihy

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.

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



MINUTES

TUESDAY, October 22, 2019 at 7:00 PM

**WEST LOS ANGELES ANIMAL SERVICES CENTER
11361 W. PICO BLVD.
LOS ANGELES, CALIFORNIA 90064**

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

Larry Gross, President
Olivia E. García, Vice President
Alisa Finsten
Jose Sandoval
Roger Wolfson

Meeting called to order at 7:05 p.m. Commissioners present were Gross, García, Finsten, and Sandoval. Also present from Los Angeles Animal Services (LAAS) was General Manager (GM) Brenda Barnette, Assistant General Manager (AGM) Tammy Watson, Assistant General Manager (AGM) McLissa Webber, Board Secretary Francine Acuña, and Assistant City Attorney (ACA) Dov Lesel.

Commissioner Gross opened the meeting, introduced staff, and provided an overview of the meeting agenda. Commissioner Gross introduced Ben LaZebnik from Councilmember Bonin's office – Council District 11.

Ben LaZebnik – Field Deputy for Councilmember Bonin, West Los Angeles Area. Offered assistance for any residents or business owners who are in Council District 11. Announced that the former West Los Angeles animal shelter site is now being used for affordable housing.

REGULAR COMMISSION MEETING

1. PUBLIC COMMENT

Phyllis Daugherty – Animal Issues Movement. Dr. Vasquez has gone to Turkey and Thailand to work with early spay/neuter and next year he will be going to Indonesia. On November 9, he and Dr. Joey will be going to Colorado for a nationwide meeting of spay/neuter vets. Our representative who has also done spay/neuter in Mexico, Colombia, and Costa Rica will also be in attendance. They are the next generation to continue this program that we've worked so hard for and it all came from Los Angeles.

Andrew Brown – Customer service still needs a lot of work. When people ask to meet an animal, a lot of times they are not shown the correct animal. ACT's are asking people if they are serious adopters because this is not a petting zoo. I feel like ACT's talk people out of meeting an animal. When ACT's are reading notes on animals they need to stick to the facts and should put what the people who have surrendered the animals said.

Selena Inouye – Board Member for the Mar Vista Community Council. My dog Theodore, was attacked by another dog in the lobby of the VCA West LA animal

hospital. The facility did not take any immediate action, so I filed a dangerous dog report. A video was provided, but I was told that since it happened on private property, the shelter couldn't do anything about it. Concerned because the owner of the dog also lives in my area and I'm worried about other dogs and children being attacked. I expect more of a response. VCA now ensures this dog has to wear a muzzle on site. Staff shared that this dog was there because it was having behavioral problems. When VCA finally took action, they reported my dog to public health because the other dog owner claimed that when he put his hands in to get my dog out of his dog's mouth, that my dog bit him.

Judy Riha – Was looking for a dachshund recently and everything on website is listed as mixed breeds. Not very proactive for people to find a dog they are partial to. Suggest listing breed as general look of the dog and mixed. (i.e., terrier/maltese). Do you sell licenses at adoption fairs? If so, perhaps you can lower the costs on that day or waive the penalty for those who haven't registered in a while. Create bumper stickers or buy a few billboards to warn people about the hot temperatures on the sidewalk and the asphalt. Nextdoor.com is a great way to get info out.

Lisa Edmondson – Return to field was a separate procedure nationwide that consists of when you run out of space in the shelter, you take friendly cats and dump them in the community somewhere - animal abandonment. I hope this isn't happening at Animal Services here.

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 October 8, 2019.

Public Comment:
None.

Commissioner Finsten moved to approve the minutes of October 8, 2019.
Commissioner Garcia seconded and the motion was approved by a unanimous vote of 4-0.

Ayes: Gross, García, Finsten, and Sandoval

Noes: None.

Absent: Wolfson

4. ORAL REPORT OF THE GENERAL MANAGER

GM Brenda Barnette discussed the following:

- Kapparat Ceremonies this year were not as big as they have been in the past. Commissioner Gross asked about the L.A. poultry company; Brenda stated officers were sent to the location and animals were properly housed.
- The comment period for the EIR is over on October 28
- Next Door – most of the 200 comments were positive with community members thrilled to learn about the program and are looking forward to participating. This is a big outreach tool for us to get the message out about our different programs.
- Pebbles was finally adopted after 935 days from North Central Animal Services Center and will be going to the “Paws for Life” program.
- East Valley volunteers gathered for breakfast and attended Boredom Busters on October 13; this program gives the animals opportunities to get out of the shelters with a variety of activities for kennel enrichment. We are taking this program to all of the shelters.
- On October 11, West LA hosted a crew of employees from “Ride Wrap” on the Do Good Bus for a one-day volunteering experience.
- North Central Animal Services Center had a fantastic day at the Rescue Train’s Race for the Rescues event. Twenty-one animals were adopted and volunteers returned with an empty truck.
- Commissioner Gross asked to know what the Department can do to increase the general awareness to the public on licensing requirements. Some of this is being addressed through neighborhood council mail-outs and information is online. I also talk about licensing, microchipping, and spay and neutering on KTLA on a regular basis on Thursdays. Looking at revamping our marketing program including the new website as well as some fundraising.
- Commissioner Wolfson wanted to know if an ordinance change is required to allow New Hope partners the ability to license dogs and receive a \$2.00 stipend for the service. Dov stated they can. We should send out a notice to the New Hope partners to see if they want to participate.

AGM Tammy Watson discussed the following:

- The Department currently has 48 vacancies. We have 10 ACT vacancies and we are interviewing next week using the target local hire candidate pool to fill these vacancies. We still have 23 ACO vacancies but we are working closely with the Personnel Department to get an eligible list. Four ACO’s have successfully completed the background review and will be starting on November 11. Eleven new candidates will be interviewing within the next two weeks.
- Public Information Director will be starting on October 27
- Vet Techs – we received six allocations for registered Vet Techs. Two started on October 13, we were able to move two of our part-timers to full-time positions. We have two ACT’s who are promoting to Veterinary Technicians and will start on October 27. The other two vacancies will be filled after the first of the year.
- Received eight positions for Animal License Canvassers during this current year’s budget. There was a delay with hiring because we were waiting for Personnel Department to allocate the positions. We will also be hiring through the Target

Local Hire program. We have certified the list and we will be holding interviews in next couple of weeks for the eight Animal License Canvassers.

- Reserve Animal Control Officer (volunteer position) – for 2019 we have only received one application. With that application, they did not submit the supplemental questionnaire. Personnel Department did do a new outreach for the advertising, but we are not getting any interest. Position is advertised on our website and a social media blast was sent out.

Public Comment:

Phyllis Daugherty – Licensing is mandated by State law as a rabies measure to prove that the animals have valid rabies shots. Sixteen rabies cases were reported. And where is training for the officers?

Andrew Brown – Find it very hypocritical that this Department is taking a moral stand against the slaughter of chickens for Kapparot, when this Department has slaughtered way more chickens this year than any religious observers have. We should be taking a stand against our own slaughter of these chickens.

GM Brenda Barnette responded to the Commissioners and stated that ACO's attend four months of training in the classroom and in the field before they are allowed to operate on their own. The slaughter of the chickens was due to the New Castle disease and because we were ordered by the Health Department. This was not something we wanted to do.

Michelle Kelly – One-day volunteering has been wonderful, very helpful, and many animals have been adopted. Offered to share toys and blueprints of rabbit boxes for any shelters who are interested.

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

Commissioner Sandoval – would like to explore the idea of putting up billboards regarding spay/neutering citywide. What is the cost and is it feasible?

Commissioner Gross – Follow up on Next door – focus should be on licensing, leash laws, and defecation pick up. Training dates are almost complete for Pets in Housing as part of our joint efforts with the L.A. Housing Department that's part of their workshop under the rent stabilization ordinance. Sherman Oaks Street Fair had a lot of adoptions. Lincoln Galpin also had a lot of adoptions. Need for a banner and tablecloth with our name/logo on it. Request for mobile area with equipment at each shelter (tables, banners, blankets, tents, etc.) Carolyn is doing a wonderful job and a request was made to give Veronica a full-time position.

Public Comment:

Judy Riha – How do canvassers work and how do they designate where they go? Are they canvassing to find people that don't have licensed animals and/or check for rabies. Canvassers can attend Next Door neighborhood community members meeting. Coyote in our neighborhood, what can you do about coyotes?

6. Board Reports

A. Oral Report on Services at Jefferson Park (Information Item)

Jennifer Pimentel – Executive Director for Best Friends in Los Angeles. Jefferson Park program has been a game changer. A really innovative shelter resource center – it's the future of animal sheltering, being able to pair the community with the resources that they need to keep pets in their home.

Vania Campos – LA City engagement manager for Best Friends Animal Society who oversees the five groups that are operating out of the Jefferson Park facility.

One of the groups is the Spay/Neuter project of Los Angeles who is operating a low-cost spay/neuter and veterinary wellness clinic. Since opening they have performed 6,468 spay/neuter surgeries, 9,924 vaccine services, and 2,913 low-cost wellness services. They also run a Neo-natal kitten nursery which has increased lifesaving capabilities for kittens, over 1,500 kittens have come through the nursery since opening.

Stray Cat Alliance is another group using space at Jefferson Park and have repurposed some of the dog kennels that are now used for housing cats which gives the cats a larger space to roam around. Space is also being used for ringworm isolation and to expand their ringworm treatment program. Over 120 cats have been cared for at this location.

Angel City Pitbulls is using dog kennel space to transition more dogs into their foster program, including dogs such as Pebbles. They also started helping kittens by starting the Pitten foster program which has already seen over 100 kittens come through their foster program. Since opening they have cared for 321 Pitbull type dogs and have offered 674 free dog training classes for the local community.

HEART LA (Housing Equality and Advocacy Resource Team) – is a nonprofit public interest law firm that provides legal representation and advocacy to keep people and their companion animals in their home. Founder Dianne Prado is utilizing the office space at this facility to meet with community members who are facing eviction from their homes because of their pets.

Best Friends LA – able to expand the working cat program and ringworm programs. Repurposed some of the dog kennels into free roaming space for working cats which allowed them to decompress where a lot of them became friendly and were able to be placed into traditional homes. Biggest part of our operations is that we saw a big improvement with ringworm treatment operations and we were able to increase the length of treatment from months to five weeks. They have successfully treated 474 ringworm cats of all ages from kittens to senior cats.

Public Comment:

Zoey Knittel – Executive Director of Spay/Neuter Project of Los Angeles (SNPLA) – we were honored to have City Council President Herb Wesson visit the Jefferson Park facility a few weeks ago. He was struck by the incredible spirit of collaboration and partnership by everyone at the facility. As of October 21, SNPLA has helped nearly 20,000 animals including directly saving the lives of nearly 2,000 neonatal kittens from LA Animal Services. Thank you GM Brenda Barnette for your leadership in the process of re-opening the facility. City Council President Wesson was moved to tears twice during his visit. Once, when an Angel City Pitbull volunteer shared an amazing story of a dog being reunited with her family after being missing for five years, all thanks to Katie Larkin for scanning her microchip. And twice when Max who had eye surgery at SNPLA who was able to see her family for the first time. It was an incredibly moving moment.

B. Woofstat Report for September 2019 (Information Item)

GM Brenda Barnette discussed the September Woofstat report.

Public Comment:

Phyllis Daugherty – Employees are very tired – can't remember an event where the employees were thanked since the time the Captains were buying pizzas for the employees with leftover money from the vending machines. Volunteers are working many hours but less than 100 volunteers came to picnic.

Judy Riha – Suggest that when giving out free vouchers there should be an addendum stating they only have one more chance to use the free voucher to avoid duplications. What is being done to help the homeless to help their dogs get spay/neutered or rabies shots? Is this something the canvassers can do?

7. ADJOURNMENT

Meeting ended at 8:18 p.m.

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Report to the Board of Animal Services Commissioners

MEETING DATE: November 12, 2019

PREPARED BY: Karen Knipscheer Cox

REPORT DATE: November 1, 2019

TITLE: Director of Field Operations

SUBJECT: AUTHORIZE THE PURCHASE OF TWO INDUSTRIAL DISHWASHERS

BOARD ACTION RECOMMENDED:

- **APPROVE** the use of the Animal Welfare Trust Funds in the amount of \$12,786.06 for the purchase of two industrial dishwashers.

BACKGROUND:

Each of our six Animal Services Centers, when built or reconstructed, had an industrial dishwasher installed for the sterilization of bowls, bottles, and other items. The dishwashers at the East Valley and South Los Angeles Chesterfield Square Services Centers are now in disrepair and cannot be repaired or the cost of repairs is either not worth the cost of the machine. Employees assigned to the East Valley and South Los Angeles Chesterfield Square facilities are washing by hand up to 300 bowls a day. Although a necessity at this time, cleaning bowls by hand is an inefficient use of the employees' time, when they could be assisting with adoptions, cleaning kennels or providing enrichment for the animals in our care. Additionally, washing by hand is not nearly as sterile as the dishwasher.

SUMMARY:

Accounting has identified available funds in the Animal Welfare Trust Fund (AWTF) restricted specifically for the East Valley and South Los Angeles Chesterfield Square Animal Services Centers. We are asking to use the AWTF to replace these two dishwashers. If we purchase both dishwashers at the same time, we will receive a \$1,000.00 discount which is reflected in the amount above.

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Visit our website at www.LAAnimalServices.com

FISCAL IMPACT:

There is no fiscal impact to the General Fund.

Approved:



Brenda Barnette, General Manager

Attachment: Quotes

BOARD ACTION:

_____ Passed	Disapproved _____
_____ Passed with noted modifications	Continued _____
_____ Tabled	New Date _____



Full Circle Enterprises
4334 E. Washington Blvd.
Commerce, CA 90023

Quote

Date	Quote #
10/31/2019	3

Name / Address
City Of Los Angeles Supply Svcs., Account Payable 555 Ramirez St., Space 312 Los Angeles CA 90012

Ship To
1850 W 60TH STREET CHESTERFIELD SQUARE LOS ANGELES CA 90047

Contract ID	Rep	Project
59493		

Item	Description	Qty	Cost	Total
FC-EST-AH	Dishwashing Machine	1	6,295.00	6,295.00T
	Labor & Installation			
Discounts	Sales Discounts on 2 or more dishwashing machine purchased at the same time		-500.00	-500.00

Subtotal	\$5,795.00
Sales Tax (9.5%)	\$598.03
Total	\$6,393.03



Full Circle Enterprises
4334 E. Washington Blvd.
Commerce, CA 90023

Quote

Date	Quote #
10/31/2019	4

Name / Address
City of Los Angeles, California Supply Svcs., Accounts Payable 555 Ramirez St., Space 312 Los Angeles, CA 90012

Ship To
Animal Reg Dept East Valley Dist East Valley Animal Care Center 14409 Vanowen Street Van Nuys, CA 91405

Contract ID	Rep	Project
59493		

Item	Description	Qty	Cost	Total
FC-EST-AH	Dishwashing Machine	1	6,295.00	6,295.00T
Discounts	Labor & Installation Sales Discounts on 2 or more dishwashing machine purchased at the same time		-500.00	-500.00

Subtotal	\$5,795.00
Sales Tax (9.5%)	\$598.03
Total	\$6,393.03

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CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: November 12, 2019

PREPARED BY: Catherine Chico

REPORT DATE: November 7, 2019

TITLE: Senior Management Analyst II

SUBJECT: AUTHORIZE THE TRANSFER OF AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS GRANT FUNDS IN THE AMOUNT OF \$100,415 FROM THE ANIMAL WELFARE TRUST FUND TO THE ANIMAL STERILIZATION FUND FOR REIMBURSEMENT OF STERILIZATION COSTS

BOARD ACTION RECOMMENDED:

1. **APPROVE** the transfer of American Society for the Prevention of Cruelty to Animals' (ASPCA) grant funds in the amount of \$100,415 from the Animal Welfare Trust Fund (AWTF) to the Animal Sterilization Fund (ASF) as reimbursement for sterilization costs associated with ASPCA's Public Cat Adoption Grant.
2. **TRANSMIT** adopted Board Report to Mayor and City Council for authorization to transfer funds.

BACKGROUND

On July 6, 2018, ASPCA awarded a \$200,000 grant to LAAS to subsidize public adoption fees for cats at LAAS' Animal Services Centers. On July 24, 2018, the Board of Animal Services Commission authorized the acceptance of the grant funds. On August 1, 2018, the Personnel Animal Welfare Committee recommended approval to accept the ASPCA Grant. On August 10, 2018, the Los Angeles City Council approved the acceptance of the ASPA Grant for fee waivers for the public adoption of cats (C.F. 12-1967-S5). LAAS has received the agreed upon grant payments from the ASPCA totaling \$200,000 and deposited the monies into the AWTF.

Prior to the 2018 grant, LAAS was awarded similar grants in both 2015 and 2017, and has submitted a new grant application for 2019 which is currently pending award.

SUMMARY

Los Angeles Animals Services (LAAS) is requesting authorization to transfer funds from the ASPCA grant funds in the amount of \$100,415 that have been deposited into the AWTF and earmarked to subsidize public adoption fees for cats at LAAS' Animal Services Centers. Transferring the ASPCA grant funds is necessary to prevent General Fund monies from being used for sterilization costs associated with ASPCA sponsored public cat adoptions and to ensure grant funds are used in accordance with the stipulated Grant Agreement (see attached) between the ASPCA and LAAS.

ASPCA's grant subsidized a total of 6,639 free cat adoptions which positively impacted our overall live/save rate for cats.

FISCAL IMPACT

Authorization to transfer \$100,415 from Animal Welfare Trust Fund – Fund No. 859 to the Animal Sterilization Fund – Fund No. 842 is required to prevent the General Fund from subsidizing sterilization costs associated with ASPCA's sponsored cat adoptions. Failure to grant this authorization will result in a \$100,415 impact to the General Fund.

Approved:

Brenda F. Barnette
Brenda F. Barnette, General Manager

Attachment: Grant Agreement

BOARD ACTION:

_____ Passed	Disapproved _____
_____ Passed with noted modifications	Continued _____
_____ Tabled	New Date _____



Grant Agreement Reference:

NAME: **Los Angeles Animal Services**
PROJECT: **Fee-Waived Public Adoptions for Cats**
AMOUNT: **\$ 200,000**
GRANT NUMBER: **201804-20618**
GRANT TERM: **07/06/2018 - 07/06/2019**
ASPCA GRANT OFFICER: **Jodi Buckman**

GRANT ACCOUNT LOGIN: <https://aspca.fluxx.io>

July 6, 2018

Annette Ramirez
221 N. Figueroa Street, Suite #600
Los Angeles, CA 90012

Dear Ms. Ramirez,

The American Society for the Prevention of Cruelty to Animals (the "ASPCA") is deeply honored to be able to grant to Los Angeles Animal Services (the "Grantee," and together with the ASPCA, the "parties" and each a "party") the amount of \$ 200,000 (the "Grant"). These funds are designated for the purpose set forth below and as outlined in your grant request and as further described in this agreement (this "Agreement") and, if applicable, its amendments: Fee-Waived Public Adoptions for Cats (the "Project").

Unless otherwise noted in the payment schedule below, the ASPCA shall pay the grant to the Grantee approximately two to six weeks following receipt of the signed original contract, including all pages. By endorsing and depositing the Grant check, you represent and warrant that Grantee will meet the obligations specified in this Agreement.

Intending to be legally bound and in consideration of the Grant provided to the Grantee and the desire of the Grantee to conduct the Project, the parties hereby agree to the following terms and conditions as of the first date listed above (the "Effective Date"):

1. Grantee Requirements.

The Grantee shall communicate with Jodi Buckman (jodi.buckman@aspca.org) (the "ASPCA Grant Officer") according to the schedule and additional instructions (if applicable) to review and evaluate the use of the Grant funds.

Report Type	Due Date
Interim Report	01/07/2019
Final Report	07/06/2019

Requirements must be submitted through your ASPCA Grants account at: <https://aspc.fluxx.io/>

An explanation of additional grant requirements you may be asked to fulfill are described in Schedule 1 and on our website at aspcapro.org/grant-reporting-requirements

You are required to provide additional information relating to this Grant upon the ASPCA's request. Such additional information may include but is not limited to: receipts (up to three years after the Grant end date), photographs, and press information. In addition, you are required to provide access to the ASPCA upon the ASPCA's request so that the ASPCA may conduct a site visit of your location(s) during standard business hours, or at a day and time mutually agreed upon by the ASPCA and the Grantee. The ASPCA will provide you with reasonable notice of any such request unless otherwise mutually agreed upon.

You may submit requirements upon completion at any point during the grant term. Organizations that fail to submit required documentation in a timely manner may jeopardize future grants and/or grant payments. Should you need a due date extension, please forward your request, prior to the due date, to jodi.buckman@aspc.org with the requirement type (e.g. Progress Report, Final Report, etc.), an explanation for your request (including the reason for the anticipated delay) and your preferred new due date.

2. Use of Grant Funds. The ASPCA shall pay the Grant to the Grantee according to the following approximate schedule:

Payment ID	Due at	Amount Due
740503	07/06/2018	\$ 110,000
740545	01/07/2019	\$ 90,000

Please note that payment is contingent upon our receipt of the signed contract, including all pages of the Agreement and original signature on the Agreement, from you. The ASPCA will not advance Grant funds until all required documents have been received and reviewed. Please return the originally executed agreement as soon as possible in order to expedite payment.

The Project shall consist of the activities outlined in the Grant request submitted to the ASPCA that pertain to "Fee-Waived Public Adoptions for Cats", in addition to the following restrictions, modifications and/or instructions:

Grant funds shall be used to waive adoption fees for the public (not rescue groups). The interim and final grant reports shall include the number of adoptions to the public during the grant period.

The Grantee agrees that it is the sole employer of all individuals who are compensated in whole or in part with Grant funds, or whose employment, fellowship or internship position arises in any way as a

direct or indirect result of the Grant (each a "Funded Position"). The Grantee further agrees that it is exclusively responsible for the classification and engagement of any contractors whose fees and/or expenses are paid in whole or in part with Grant funds ("Funded Contractor"). Accordingly, the Grantee agrees that with respect to any Funded Position and/or any Funded Contractor, the Grantee is exclusively responsible for compliance with, and will comply with, any and all applicable federal, state and local employment laws, regulations and rules, including, but not limited to, any employer obligations to: (a) timely pay all wages or other compensation due; (b) withhold and remit employment taxes; (c) administer any required discipline; (d) provide insurance coverages; (e) prohibit discrimination or harassment based on any protected characteristic; and (f) provide any required leave or accommodation. The Grantee acknowledges and agrees that the parties to this Agreement are in the relationship of Grantor and Grantee, and the use of Grant funds for Funded Positions and/or Funded Contractors does not constitute a joint venture, affiliation, or joint employment relationship of any kind.

The Grantee acknowledges and agrees that the grant shall be used exclusively for costs incurred directly in connection with the Project and as set forth in this Agreement, and that failure to do so will result in the Grantee having to return the grant to the ASPCA within ten (10) days of the ASPCA's request to do so.

The Grantee agrees that at no time will any funds it receives from the ASPCA be used to attempt to influence the outcome of any selection, nomination, election, or appointment of any individual to any public office or office of a political organization within the meaning of Internal Revenue Code Section 527(e)(2), and shall furthermore not use any of the funds it receives from the ASPCA to participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

The Grantee hereby grants to the ASPCA a license to use the Grantee's name and trademarks on materials directly related to the activities of the Project and/or the Grant. The Grantee Key Contact is Annette Ramirez (the "Grantee Key Contact"), and the Grantee Key Contact shall communicate with Jodi Buckman (jodi.buckman@aspc.org) on an as-needed basis to review and evaluate the use of the Grant funds. The Grantee Key Contact is encouraged to contact the ASPCA Grant Officer at any time to communicate information related to the grant, and must contact the ASPCA Grant Officer as soon as practicable if the Grantee expects that it may need to make any changes to the Project, or it encounters circumstances that may substantially impact outcomes or goals stated in the application or enumerated in this contract.

For projects that include grant funds used to purchase food for a gathering of individuals, including at conferences, trainings and other events sponsored by the ASPCA, the Grantee will limit the use of ASPCA funds to purchase vegetarian, vegan, fish or welfare-certified meat products only. "Welfare-certified meat products" shall mean products that are from farms, obtained either directly or through another supplier (restaurant, retailer, etc.), that are certified by at least one of the following certification programs: (a) Animal Welfare Approved; (b) Certified Humane; and/or (c) Global Animal Partnership, Steps 2 and above. For more information about welfare-certified products or where to locate welfare-certified products, please visit <http://www.aspc.org/take-action/help-farm-animals/finding-higher-welfare-products>.

Employees, volunteers or other associates of the Grantee whose food expenses are reimbursed or otherwise paid from ASPCA grant funds, including, but not limited to beneficiaries of travel stipends and scholarships, are strongly encouraged to choose higher-welfare meat products, fish, vegan or vegetarian food.

3. Acknowledgement of ASPCA Support. In consideration of the grant, the Grantee shall publicly acknowledge that the Project was made possible through a generous grant from the ASPCA and shall reference the ASPCA in all "Project Materials." "Project Materials" shall include, but not be limited to, all copy, script, text, graphics, photographs, video, audio, promotional and advertising materials, and all other editorial matter(s) or press releases relating to the Project. The Grantee shall submit the Project Materials for review and approval by the ASPCA Grant Officer prior to its inclusion in any materials prepared and intended to be distributed regarding the activities of the Project. No changes on the approved version of any Project Materials shall be instituted by the Grantee without the prior written approval of the ASPCA Grant Officer. The ASPCA hereby grants to the Grantee a license to use the ASPCA Trademarks on materials directly related to the activities of the Project. "ASPCA Trademarks" are: "ASPCA®", which must always appear in PMS 422 and 021, unless used in materials that are completely black and white in nature, in which case it may appear in black; and "The American Society for the Prevention of Cruelty to Animals®". The ASPCA has the right in its sole discretion to require the Grantee to remove all references to the ASPCA's involvement if the ASPCA determines that the Grantee is not fulfilling its obligations under this Agreement or if for any other reason the ASPCA determines that it is no longer in the ASPCA's best interest to be referenced in such manner.

Jpegs of the ASPCA logo are included on the URL below for your use on your website or other collateral. Additional logos and badges can also be found there: <http://aspcapro.org/badges>. Instructions regarding links to the ASPCA's website can be found at this URL: <http://www.asPCA.org/about-us/linking-policy>.

For assistance regarding recognition of your Grant, including press releases, advisories, or general media outreach, please contact the ASPCA's Media Department at press@asPCA.org. A suggested press release template is provided as Schedule 2 as a helpful guide. Social media tips are provided on Schedule 3.

4. Records. The Grantee will keep accurate books and records with respect to the grant in accordance with generally accepted accounting principles and business practices. The Grantee will maintain its books and records in such a manner that the receipts and expenditures of the Grant funds will be shown separately on such books and records in any easily checked form. The Grantee will keep records of receipts and expenditures made of Grant funds as well as copies of the reports submitted to the ASPCA and supporting documentation for at least three years after completion of the use of the Grant funds, and will furnish or make available such books, records, and supporting documentation to the ASPCA for inspection at reasonable times from the time of the Grantee's acceptance of the Grant through such period.

5. Maintenance of Tax-Exempt Status. In carrying out the Project, the Grantee shall comply with all applicable federal, state and local laws and regulations. If the Grantee is a 501(c)(3) organization, the Grantee certifies that it is in good standing with the Internal Revenue Service and shall notify the ASPCA immediately of any change in, or challenge by the Internal Revenue Service to, its status as a 501(c)(3) tax-exempt organization.

6. Termination. The ASPCA may, in its sole discretion (i) withhold payment of funds until in its opinion the situation has been corrected or (ii) declare the Grant terminated in any of the following circumstances:

- a. If, as the result of the consideration of reports and information submitted to it by the Grantee or from other sources, the ASPCA, in its sole discretion, determines that continuation of the Project is not reasonably in furtherance of the ASPCA's mission to provide effective means for the prevention of cruelty to animals throughout the United States (the "ASPCA Mission") or that the Project is not being executed in substantial compliance with the grant request (or work plan as revised) or that the Grantee is incapable of satisfactorily completing the work of the Project;
- b. In the case of any violation by the Grantee of the terms and conditions of this Agreement;
- c. In the event of any change in, or challenge by the Internal Revenue Service to, the Grantee's status as a 501(c)(3) tax-exempt organization if applicable; or
- d. If it is revealed that, during the Project, the Grantee is or was involved in any activity or makes any statement disparaging of, or reflecting unfavorably upon the ASPCA, tarnishes the reputation of the ASPCA or is not in alignment with the ASPCA Mission.

If the ASPCA terminates the Grant, it shall so notify the Grantee, whereupon it, if so requested by the ASPCA, shall promptly refund and pay back to the ASPCA any unexpended balance of the Grant funds in the Grantee's hands or under its control.

Upon completion of the Project or termination of this Agreement for any reason, the ASPCA will withhold any further payments of Grant funds and the Grantee shall, at the option of the ASPCA, repay to the ASPCA any portion of the Grant funds that were not spent for the Project. All such determinations by the ASPCA under this Section 6 will be final, binding and conclusive upon the Grantee.

7. Unspent Grant Balance. If the Grantee anticipates not spending or committing to spend the full grant amount within the Grant Term, the Grantee may request an extension to allow for more time to complete the Project without requesting additional funds. To request an extension, the Grantee must login to the ASPCA grants portal at <https://aspc.fluxx.io> 30 days prior to the grant end date or earlier to provide the following: 1) a brief (2-3 sentence) explanation for why the extension is necessary, 2) any proposed changes to the Project budget line items, if applicable, and 3) a proposed new end date for the grant.

The ASPCA, in its sole discretion, may approve the extension request and extend the grant term to a date different from the Grantee's proposed new end date. If the ASPCA declines the request for an extension, or if the Project is completed but carries a balance of unspent funds, the Grantee shall promptly refund and pay back to the ASPCA the unexpended balance.

8. Future Funding. The Grantee acknowledges that the ASPCA and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. If any of the Grant funds are returned or if the Grant is rescinded, the Grantee acknowledges that the ASPCA will have no further obligation to the Grantee in connection with this Grant as a result of such return or rescission.

9. Modification. No amendment or modification of this Agreement shall be valid, unless made in writing and duly executed by the parties hereto. To request a modification, the Grantee must login to the ASPCA grants portal at <https://aspc.fluxx.io>.

10. Miscellaneous. This Agreement is intended to be binding upon the Grantee and the ASPCA. This Agreement represents the final agreement between the parties with respect to the subject matter hereto, and supersedes any and all prior agreements, written or oral, between the parties with respect to the matters contained herein. This Agreement is not intended to, nor shall it be deemed to create, any

partnership or joint venture between the Grantee and the ASPCA. This Agreement shall be interpreted, governed by and construed in accordance with the internal laws of the State of New York, without regard to the conflict of laws principles thereof. The parties hereto acknowledge and consent to personal jurisdiction and venue exclusively in New York, New York with respect to any action or proceeding brought in connection with this Agreement. This Agreement may be executed by the parties hereto in counterparts, each of which, when executed and delivered, shall be deemed to be an original and all of which shall constitute together the same document.

If the terms and conditions of this Agreement are acceptable, please sign this Agreement and return it to us. By signing this Agreement, you represent and warrant that you are capable of binding the Grantee to the terms set forth in this Agreement.

SIGNATURE PAGE BELOW
GRANT NUMBER: 201804-20618
GRANT AMOUNT: \$ 200,000

Sincerely,
THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

Sarah Levin Goodstine
Senior Vice President of Operations and Strategy

OR

Julie Morris
Senior Vice President
Community Outreach

OR

Michael Barrett
Vice President
ASPCA Grants

ACCEPTED AND AGREED:

Los Angeles Animal Services

By (signature of CEO/President/Director): _____

DocuSigned by:
Annette Ramirez
F5A856BFAW0459...

Name/Title: Annette Ramirez Director of Field Operations

Schedule 1: Grant Reporting Requirements

We require ASPCA grantees to fulfill a variety of requirements based on the grant size and purpose. We make every effort to minimize the reporting burden on grantee while employing best practices in all of our grants programs.

Please follow these guidelines when submitting requirements:

- Submit ALL requirements online by logging into your ASPCA Grant Account at <https://aspca.fluxx.io/>.
- Please adhere to the due dates – you may submit fulfilled requirements at any point during the grant term. Should you need extra time to submit any particular requirement, please login to your ASPCA Grant Account prior to the due date with 1) a request for a due date extension, 2) the preferred due date and 3) an explanation for the request.

Grantees will be asked to submit some or all of the following requirements:

- **Final Report** - indication of results/outcomes and an analysis of your project plus an estimation or exact indication, if measurable, of the number of animals impacted by the grant. Narrative text entry and/or upload.
- **Financial Report/Receipts** - a comprehensive list of expenditures for which grant money had been used (typically best submitted in a spreadsheet). Financial Reports for projects that produce accurate, easily measurable outputs, such as targeted spay/neuter programs, should identify the cost per animal as part of a detailed report on the project. Receipts and/or invoices should be uploaded when appropriate. Narrative text entry and/or upload.
- **Photos** - Generally, we ask for photos that show pictorial evidence of the intended use of funds; we may also ask for photos associated with human interest stories for promotional purposes. Narrative text entry for captions plus uploads.
- **Press Information** - links to or uploads of press releases, clips or links showing recognition of the ASPCA's grant for your project. You can also include stories, anecdotes, quotes, and social media posts that could be used for promotional purposes including human interest stories with accompanying photos. Narrative text entry and/or upload.
- **Progress Report** - an interim report designed to inform your grant officer on the status of the project. Narrative text entry and/or upload.
- **Signed Amendment** - an interim report designed to inform your grant officer on the status of the project. Narrative text entry and/or upload.
- **Signed Contract** – all grant awards payments are contingent upon your submission of your signed contracts. Electronic signature (DocuSign) is preferred. (If you are unable to sign and send your contract electronically, please email it to grants@aspca.org, or mail to: ASPCA, Attn: Grants Department, 520 8th Avenue, 7th Floor, New York, NY 10018).
- **Site Visit** – indicates that a grant officer wishes to make a physical site visit of your facility during the grant term, sometimes as a condition of payment or to provide your organization with additional non-cash outreach and resources.

Schedule 2: Press Release Template (Optional)

Your Organization's Logo Here

[DATE]

Media Contact: [NAME]
[PHONE] / [EMAIL]

Headline

Subheader

[City], [State]—The [Organization] today announced (general information about the initiative/program/event/grant)

"Compelling opening statement about a problem," said Spokesperson, title. "Quote that includes more information about how the funding will assist in impacting animals." (Example: "Many families have sadly had to part with their pets in recent years as a result of the economic downturn," observes Jane Doe, director of shelter operations. "These funds will help expand our safety net program in order to keep more families together.")

Optional quote from the ASPCA (must contact ASPCA Media Department press@aspca.org)

Paragraph with detailed information about Initiative/program/event/grant.

For more information, please visit [website].

About [Organization]

History and background of your organization.

###

Schedule 3: Social Media Tip Sheet for Grantees

Why Use Social Media?

Using social media tools such as Facebook, Twitter, YouTube, and blogs to spread the word about your organization and the great work it does can be a powerful and cost-effective strategy for capturing the attention of potential and existing adopters and donors. If you aren't already using social media, here are three of the most compelling reasons to do so:

- e. ☐ **The potential reach of social media is immense.** In contrast to more conventional publicity vehicles, such as printed advertisements, nearly everyone has equal access to your message, and your audiences can easily and immediately share that message with their audiences, helping it go exponentially farther. Social media tools make it easier to see who you're reaching and easier to interact with your constituents, and thereby build and strengthen connections with them.
- f. ☐ **Social media tools are free.** There is no cost to sign up for accounts on Facebook, Twitter, YouTube, or blogging sites such as WordPress or Blogger, which eliminates barriers to entry for cash-conscious organizations. Social-media-savvy volunteers can provide *pro bono* assistance in promoting your organization's work with these tools.
- g. ☐ **Brevity is a virtue.** In the social media realm, lengthy appeals can be counterproductive – usually a few words or lines, a brief story, a photo, or a video can be ideal for generating substantial interest in your efforts. There's no need to use every available social media platform – choose only the one(s) that best fit your organization's communication style.

Connect with us...



...on Twitter at [@aspca](#) and [@aspcapro](#)
Using the [#aspcagrants](#) hashtag to share news of your ASPCA grant and its impact makes it easy for adopters and donors across the Twitterverse to catch wind of your success, whether or not they're already followers.



...on Facebook at [facebook.com/aspca](#) and [facebook.com/ASPCapro](#)
Becoming a "fan" of ours and creating a "fan" page of your own makes it easy for the ASPCA, other organizations, and the general public to learn about your organization and the great work you do, and to share your success with others. We hope you'll "like" us!

ASPCA Grant Publicity Guidelines

Social media tools make it easy to share news about your ASPCA grant and the project it is supporting! Updates on your successes that engage readers, along with clear and colorful photos and videos that showcase those successes, will help your group to attract more followers. We encourage you to publicize your funded project – and if you do, please loop in your grant officer to let him/her know!



...on YouTube at [youtube.com/ASPCA](#) and [youtube.com/ASPCapro](#)
Many smartphones make it easy to shoot and upload videos to YouTube, which provides a powerful platform for your audiences to literally see your work in action. Subscribe to the ASPCA's channel and see how other animal welfare organizations are using YouTube to bring their efforts to life.

Resources

- **ASPCapro Resource Library**
(<http://www.aspcapro.org/resource-library>) – This repository of articles, tip sheets, and webinars has

been developed specifically to serve the needs of our grantees.

- ***The Social Animal*** (<http://www.thesocialanimal.com/>) – A blog focused on helping animal welfare advocates use social media tools to accomplish their mission more effectively.
- ***Beth Kanter's Blog*** (<http://www.bethkanter.org/>) – A blog focused on helping nonprofits use social media and other digital tools to achieve social change.

HOLLY L. WOLCOTT
CITY CLERK

SHANNON D. HOPPE
EXECUTIVE OFFICER

City of Los Angeles
CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

Council and Public Services Division

200 N. SPRING STREET, ROOM 395
LOS ANGELES, CA 90012
GENERAL INFORMATION - (213) 978-1133
FAX: (213) 978-1040

PATRICE Y. LATTIMORE
ACTING DIVISION MANAGER

CLERK.LACITY.ORG

When making inquiries relative to
this matter, please refer to the
Council File No.: **12-1967-S5**

OFFICIAL ACTION OF THE LOS ANGELES CITY COUNCIL

August 14, 2018

Council File No.: 12-1967-S5
Council Meeting Date: August 10, 2018
Agenda Item No.: 13
Agenda Description: COMMUNICATION FROM CHAIR, PERSONNEL AND ANIMAL WELFARE COMMITTEE, relative to acceptance of a \$200,000 grant award from the American Society for the Prevention of Cruelty to Animals for fee waivers for the public adoption of cats.

Council Action: COMMUNICATION FROM CHAIR, PERSONNEL AND ANIMAL WELFARE COMMITTEE - ADOPTED

Council Vote:

YES	BLUMENFIELD	YES	HARRIS-DAWSON	YES	O'FARRELL
YES	BONIN	YES	HUIZAR	YES	PRICE
YES	BUSCAINO	YES	KORETZ	YES	RODRIGUEZ
ABSENT	CEDILLO	YES	KREKORIAN	YES	RYU
YES	ENGLANDER	YES	MARTINEZ	YES	WESSON

HOLLY L. WOLCOTT
CITY CLERK

Pursuant to Charter/Los Angeles Administrative Code Section(s): 14.7

FILE SENT TO MAYOR:

08/14/2018

LAST DAY FOR MAYOR TO ACT:

08/24/2018



APPROVED

*DISAPPROVED

*VETO

Mayor

08/21/2018

DATE SIGNED

Adopted Report(s)

Title

Communication from Chair, Personnel and Animal Welfare Committee

Date

08/01/2018

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

LARRY GROSS
PRESIDENT

OLIVIA E. GARCIA
VICE PRESIDENT

COMMISSIONERS

LAYNE DICKER

ALISA FINSTEN

ROGER WOLFSON

City of Los Angeles
CALIFORNIA



ERIC GARCETTI
MAYOR

**DEPARTMENT OF
ANIMAL SERVICES**
221 N. Figueroa Street
6TH Floor, Suite #600
Los Angeles, CA 90012

(888) 452-7381
FAX (213) 482-9511

BRENDA F. BARNETTE
GENERAL MANAGER

TAMMY WATSON
ASSISTANT GENERAL MANAGER
Administration

MELISSA WEBBER
ASSISTANT GENERAL MANAGER
Lifesaving

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

July 25, 2018

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

The Honorable City Council
c/o Office of the City Clerk
City Hall, Room 395
Los Angeles, CA 90012

Attention: Ms. Mandy Morales, Office of the Mayor

**RE: ACCEPTANCE OF A \$200,000 GRANT AWARDED BY THE AMERICAN SOCIETY FOR THE
PREVENTION OF CRUELTY TO ANIMALS (ASPCA) FOR THE PURPOSES OF FEE WAIVERS
FOR THE PUBLIC ADOPTION OF CATS**

Recommendations for Council Action, subject to the approval of the Mayor:

1. ACCCEPT two checks in the amount of \$110,000 and \$90,000 for a total of \$200,000 from the ASPCA as a grant award for fee-waived cat adoptions;
2. APPROVE the deposit of the \$200,000 into the Animal Welfare Trust Fund (Fund 859) and restrict the usage of these funds in accordance with the grant agreement.

BACKGROUND

On April 26, 2018, the Department of Animal Services submitted an application to the ASPCA for a grant in the amount of \$200,000 to subsidize adoption fees for cats. On July 6, 2018, the ASPCA awarded the \$200,000 grant to the Department and sent the attached Grant Agreement Reference letter outlining the grant requirements, timeliness, usage and reporting requirements. The ASPCA will issue two checks; one in the amount of \$110,000 and the second due next year in the amount of \$90,000. The terms and conditions of the grant were accepted and agreed upon by the Department and the letter was signed and returned to the ASPCA.

At its meeting on July 24, 2018, the Board of Animal Services Commission authorized the acceptance of these funds subject to the approval of the City Council and Mayor.

"Creating a Humane LA"

AN EQUAL OPPORTUNITY EMPLOYER

Visit our website at www.LAAnimalServices.com

SUBJECT: ACCEPTANCE OF ASPCA GRANT FUNDS

JUSTIFICATION

The Department of Animal Services is constantly seeking new and innovative avenues for encouraging animal adoption in the City of Los Angeles. This ASPCA grant provided funding to accomplish increased adoption and increased live save rates. This year, kitten season is especially busy. The acceptance of these funds will allow the Department to run adoption events focused on cats to increase their chances of finding homes. Over the years, the Department has used a variety of strategies to encourage adoptions. One proven successful method is to offer fee waived adoptions. Documented data supports that when an organization has offered to subsidized adoption fees, adoption numbers have risen during the reduced fee period. There are detractors who believe that reduced fee or fee waived adoptions will devalue an animal and potentially make it more likely to be abused, abandoned or neglected. From a practical perspective, those participating in fee waived adoptions must provide valid identification before taking an animal into his/her custody. With the number of under-socialized and/or stray cats in the City, people who have malicious intent toward cats could more easily victimize these undocumented animals rather than identifying themselves to the Department as cat owners. Also, nationwide studies have been conducted gathering information from numerous adoption agencies and there is no evidence to support a greater likelihood of abuse or neglect in fee waived adoptions.

It should be noted that the Department applied for and received a similar grant from the ASPCA in 2015 and 2017. The use of those funds had a very positive impact on the overall live/save rate for cats.

FISCAL IMPACT

There will be no financial impact on the Department's budgeted funds. This grant will be deposited into the Department's Animal Welfare Trust Fund and used in accordance with the grant agreement.


Brenda F. Barnette, General Manager

Attachments

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

LARRY GROSS
PRESIDENT

OLIVIA E. GARCIA
VICE PRESIDENT

COMMISSIONERS

LAYNE DICKER

ALISA FINSTEN

ROGER WOLFSON

**City of Los Angeles
CALIFORNIA**



ERIC GARCETTI
MAYOR

**DEPARTMENT OF
ANIMAL SERVICES**
221 N. Figueroa Street
6TH Floor, Suite #600
Los Angeles, CA 90012

(888) 452-7381
FAX (213) 482-8511

BRENDA F. BARNETTE
GENERAL MANAGER

TAMMY WATSON
ASSISTANT GENERAL MANAGER
Administration

MELISSA WEBBER
ASSISTANT GENERAL MANAGER
Licensing

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: July 24, 2018

PREPARED BY: Annette Ramirez

REPORT DATE: July 18, 2018

TITLE: Director of Field Operations

**SUBJECT: ACCEPTANCE OF A \$200K GRANT AWARDED BY THE AMERICAN SOCIETY
FOR THE PREVENTION OF CRUELTY TO ANIMALS (ASPCA)**

BOARD ACTION RECOMMENDED:

1. **ACCEPT** two checks in the amount of \$110,000 and \$90,000 for a total of \$200,000 from the ASPCA as a grant award for fee-waived cat adoptions;
2. **APPROVE** the deposit of these funds into the Animal Welfare Trust Fund and restrict these funds for the purposes of fee-waived adoptions of cats; and
3. **FORWARD** the acceptance of these grant funds to the Mayor and City Council for approval.

BACKGROUND:

On April 26, 2018, the Department of Animal Services submitted an application to the ASPCA for a grant in the amount of \$200,000 to subsidize adoption fees for cats. On July 6, 2018, the ASPCA awarded the \$200,000 grant to the Department and sent the attached Grant Agreement Reference letter outlining the grant requirements, timeliness, usage and reporting requirements. The terms and conditions of the grant were accepted and agreed upon by the Department and the letter was signed and returned to the ASPCA.

JUSTIFICATION:

The Department of Animal Services is constantly seeking new and innovative avenues for encouraging animal adoption in the City of Los Angeles. This ASPCA grant provided funding to accomplish increased adoption and increased live save rates. This year, kitten season is especially busy. The acceptance of these funds will allow the Department to run adoption events focused on cats to increase their chances of finding homes. Over the years, the Department has used a variety of strategies to encourage adoptions. One proven successful method is to offer fee waived adoptions. Documented data supports that when an organization has offered to subsidized adoption

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Report to the Board of Animal Services Commissioners
SUBJECT: ACCEPTANCE OF ASPCA GRANT FUNDS

fees, adoption numbers have risen during the reduced fee period. There are detractors who believe that reduced fee or fee waived adoptions will devalue an animal and potentially make it more likely to be abused, abandoned or neglected. From a practical perspective, those participating in fee waived adoptions must provide valid identification before taking an animal into his/her custody. With the number of under-socialized and/or stray cats in the City, people who have malicious intent toward cats could more easily victimize these undocumented animals rather than identifying themselves to the Department as cat owners. Also, nationwide studies have been conducted gathering information from numerous adoption agencies and there is no evidence to support a greater likelihood of abuse or neglect in fee waived adoptions.

It should be noted that the Department applied for and received a similar grant from the ASPCA in 2015 and 2017. The use of those funds had a very positive impact on the overall live/save rate for cats.

FISCAL IMPACT:

There will be no financial impact on the Department's budgeted funds. This grant **will** be deposited into the Department's Animal Welfare Trust Fund and used in accordance with the grant agreement.

Approved:



Brenda Barnette, General Manager

Attachments

BOARD ACTION:

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

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Administration

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Lifesaving

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: November 12, 2019

PREPARED BY: Catherine Chico

REPORT DATE: November 7, 2019

TITLE: Senior Management Analyst II

**SUBJECT: AUTHORIZE A MICROCHIP DONATION AGREEMENT BETWEEN THE CITY OF
LOS ANGELES AND THE MICHELSON FOUND ANIMALS FOUNDATION, INC.**

BOARD ACTION RECOMMENDED:

1. **APPROVE** a Microchip Donation Agreement between the Department of Animal Services and the Michelson Found Animals Foundation, Inc. (Found Animals); and
2. **TRANSMIT** the Microchip Donation Agreement and Board's approval to the Mayor and City Council for approval.

BACKGROUND

Per Los Angeles Municipal Code Section 53.15., the Department is required to implant each dog, cat and rabbit adopted from its Animal Services Centers with a microchip. The Michelson Found Animals Foundation, Inc., is a non-profit organization dedicated to minimizing shelter euthanasia. On April 14, 2015, the Board of Animal Services Commissioners approved Found Animals' proposed agreement for the donation of microchips, scanners, and Registry access for the Department. On August 5, 2015, the Personnel and Animal Welfare Committee recommended its approval to accept the proposed agreement and donation as submitted by the Office of the City Administrative Officer, dated July 30, 2015. Council approval was granted on November 23, 2015. A two-year Memorandum of Understanding was entered into effective February 8, 2016. A subsequent agreement was entered into on October 11, 2018 and has expired effective October 11, 2019.

Report to the Board of Animal Services Commissioners

SUBJECT: The Michelson Found Animals Foundation, Inc. - Microchip Donation Agreement

The Department is seeking retroactive acceptance of the most recent in-kind donation with an effective date of October 12, 2019 and authorization to accept future annual in-kind microchip donations from Found Animals.

SUMMARY

The Department of Animal Services (Department) seeks approval to accept a donation of 26,000 electronic animal identification devices (microchips), 40 scanners, and free access to the Found Animals Registry. This in-kind donation will be used to offset the need for a microchip provider. The Department will provide its adopted Animal Services Center cats, dogs and rabbits with a microchip, train relevant staff on Registry features and functions, register microchips with required customer data, and provide education materials to customers regarding how to access and use the Found Animals Registry.

The proposed Donation Agreement (attached) is for a one-year term with a retroactive effective date of October 12, 2019. In order to facilitate the annual transition upon agreement expiration, the Department seeks authorization to accept future one-year in-kind microchip donation agreements annually from Found Animals for the benefit of Animal Services Center animals.

FISCAL IMPACT

Approval of this Agreement will not impact the General Fund. This Agreement will provide 26,000 microchips and 40 microchip scanners at no cost to the Department.

Approved:



Brenda F. Barnette, General Manager

Attachment: Draft Michelson Found Animals Registry Agreement to Donate Microchips to the City of Los Angeles Department of Animal Services

BOARD ACTION:

_____ Passed	Disapproved _____
_____ Passed with noted modifications	Continued _____
_____ Tabled	New Date _____

Michelson Found Animals Registry

AGREEMENT TO DONATE MICROCHIPS TO THE CITY OF LOS ANGELES DEPARTMENT OF ANIMALS SERVICES

This Agreement (the "Agreement") is made and dated as of October __, 2019, by and between The Michelson Found Animals Foundation, Inc. ("Found Animals") and The City of Los Angeles Department of Animal Services ("Recipient" or "Department") (collectively the "Parties").

RECITALS

WHEREAS, Found Animals is a non-profit organization dedicated to minimizing shelter euthanasia. Found Animals believes that all lost pets deserve to be found and the effective use of pet microchips is a key component of this effort;

WHEREAS, Found Animals offers U.S. animal welfare organizations affordable, high-quality microchips and scanners along with free access to the Found Animals Registry;

WHEREAS, Section 53.15.5 of the Los Angeles Municipal Code requires the Department to implant each dog and cat adopted from the Department's care centers with an electronic animal identification device;

WHEREAS, Found Animals and Recipient understand that while microchips have incredible potential for getting lost pets home, the microchip itself is only one component in a technological system involving microchips, scanners, and registries. All components of the system have to work together to ensure a happy reunion for a lost pet;

WHEREAS, Donations by Found Animals to Recipient are provided to benefit the welfare of animals;

WHEREAS, Found Animals expects Recipient to be proactive in the mission of reunification of pets to their owners, which includes, but is not limited to, training all relevant staff on Registry features and functions, registering microchips with required customer data, and providing educational materials to customers regarding how to access and use the Found Animals Registry; and

WHEREAS, Found Animals wishes to donate and Recipient wishes to accept a donation of free microchips and scanners from Found Animals and to freely access the Found Animals Registry. NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the Parties agree to the following:

Michelson Found Animals Registry

1. Definitions.

- a. "Customer Data" is defined as customer name (first and last), email address, mailing address, home and cell phone numbers, species of animal, sex of animal, approximate date or year of animal's birth, microchip number, and dates of service (i.e., date of microchip implantation, adoption and/or surgery).
- b. "Microchip Program" is Found Animals' program through which it promotes microchipping of pets as an important way to greatly increase the likelihood of a lost pet being reunited with its owner and decrease the likelihood of the pet being euthanized. Found Animals reserves the right to provide microchips and scanners by any manufacturer. Found Animals agrees to provide 134.2 kHz (ISO) microchips as well as microchip scanners to Recipient under this Agreement.
- c. "Optional Customer Data" is defined as a secondary mailing address, customer's work phone number, animal's name, and animal's primary and secondary breed.
- d. "Registry" refers to an online microchip registry that Found Animals owns and maintains, which contains Customer Data received through the Microchip Program, as well as Customer Data from organizations or private parties who elect to join the Registry. Recipient has access to search pets by microchip number and can initiate a Found Pet Alert, which is an automatic owner notification process, via the Registry.

2. Term. This contract shall be effective as of the date written above and will continue for one year unless canceled by either party. Found Animals may cancel this Agreement by providing one hundred and fifty (150) days' notice to Recipient. Recipient may cancel this Agreement by providing thirty (30) days' notice to Found Animals.

3. Services.

a. Supplies.

i. Microchips. Found Animals agrees to donate a maximum of 26,000 microchips to Recipient during the term of this agreement. Recipient's orders under this Agreement are fulfilled on a monthly basis. A minimum order is 100 microchips. Found Animals may, at its sole discretion, donate additional microchips upon the request of Recipient.

ii. Scanners. Found Animals will donate forty (40) scanners to Recipient during the term of this agreement in a variety of scanner models based on Recipient's needs, availability, and cost. Found animals intends to donate 20 Compact Max scanners; 8 Max V scanners; and, 12 Xtend Max scanners at no cost to the Department. Found Animals will also provide operating instructions for each model of scanner. The scanners shall be capable of reading all frequencies commonly used in pet identification microchips in North America. Found Animals may, at its sole discretion, donate additional scanners to the Department. Found Animals may also, at its sole discretion, donate new scanner models to the Department as such models

Michelson Found Animals Registry

become available. Scanners provided to the Department by Found Animals shall become the property of the Department and the Department will not be obligated to return scanners to Found Animals upon Termination of this Agreement.

b. Registry

i. Recipient understands that any member of the public can access the Registry for purposes of triggering a Found Pet Alert which will inform a pet owner that his pet has been found and provide information on how to contact the finder of the pet. Members of the public cannot access Customer Data.

ii. Recipient acknowledges that Customer Data provided by Recipient will be used by Found Animals to contact pet owners. Found Animals will initially contact pet owners to confirm that their pet has been registered. In that communication Found Animals will also give pet owners the option to receive further communication from Found Animals if they so choose. If a pet owner declines to receive further communication from Found Animals they will only receive communications related to the registration of their pet. Found Animals will not send marketing communications to registrants unless the registrant is willing to receive such marketing communications and voluntarily agree to opt-in to such communications by an affirmative act such as actively checking a box and may opt out at any time by "unsubscribing".

iii. Recipient acknowledges that some Customer Data provided by Recipient may contain information regarding pet owners already present in the Registry or in other databases maintained by Found Animals. The provision of such Customer Data by Recipient will in no way limit or restrict Found Animals' right to use such Customer Data in any legally permissible way as long as it is consistent with the restrictions in this Agreement. These restrictions will survive the termination or expiration of the Agreement.

iv. Found Animals will not sell, rent, or otherwise transfer or allow others to use Customer Data for any purpose other than to reunite pet owners and their pets. Found Animals will not hold itself out as acting on behalf of or with the consent or approval of the City or Department.

c. Recipient's Obligations.

i. **Customer Data.** For each microchip Found Animals supplies, Recipient agrees to use its best efforts to provide Found Animals with Customer Data for customers who receive a microchip. Among the many types of Customer Data required, Found Animals considers email addresses as one of the most important Customer Data that Recipient should take special care to collect accurately. Email addresses are usually one of the most permanent and reliable manners of communication with customers since physical addresses and phone numbers tend to change often. Recipient understands that Found Animals will periodically monitor or audit Recipient's Customer Data to verify that all microchips are being registered with Customer

Michelson Found Animals Registry

Data and notify Recipient in the event that microchips are not being registered with Customer Data. Found Animals may exercise corrective action, including its right to revoke this Agreement should Recipient fail to take reasonable measures to provide Found Animals with complete and accurate Customer Data, especially customers' accurate email addresses, following a reasonable cure period.

ii. Customer Data Uploads. Recipient agrees to enter directly or upload the required Customer Data and any Optional Customer Data to the Registry within one week of providing each microchip to a customer and at a minimum frequency of once per week following a format provided by Found Animals, compatible with the Department's data output capabilities.

iii. Training. Recipient agrees to train all relevant staff on how to use the Registry. Found Animals offers extensive online resources to support this training. Found Animals will also provide live training at each facility operated by Recipient.

iv. Requirement of Exclusive Use. All items donated by Found Animals under this Agreement must be used exclusively by the Recipient. Recipient may not sell, donate, or otherwise transfer any items donated by Found Animals under this Agreement to any other municipality, nonprofit organization, or business entity. Microchip fees collected resulting from the adoption of an animal with an exclusive use microchip should be considered donations and said donations shall be directed to the Animal Welfare Trust Fund and used in accordance with Los Angeles Administrative Code, Section 5.200.

d. Customer Notices and Forms. Recipient's customers must be provided with Found Animals' provided printed materials explaining how to access the Found Animals' Microchip Registry. For every microchip supplied by Found Animals, Recipient agrees to provide the customer with the microchip number, and information on the importance of maintaining their registration with current contact information.

e. Registry. Found Animals agrees to provide Recipient with access to its Registry, which will provide Recipient with an opportunity to look up microchip numbers, access customer contact information, and initiate a Found Pet Alert for pet owners whose Customer Data is contained in the Registry. Found Animals strongly encourages Recipient to import Customer Data of microchip records for the previous ten (10) years into the Registry during the Term. All such imported Customer Data will be treated according to the restrictions in this agreement, including without limitation the restrictions in Paragraph 3.b.iv, above. Found Animals further encourages Recipient to display the American Animal Hospital Association (AAHA) Pet Microchip Lookup tool website link on Recipient's website and to use the AAHA Pet Microchip Lookup tool as the starting point for searching microchips. Found Animals will also provide a phone number and 24/7 service to allow Recipient's customers to access information regarding a lost pet.

Michelson Found Animals Registry

- f. Transfer of Supplies. Recipient agrees to not transfer any microchips and/or scanners supplied by Found Animals to any entity or person for distribution or resale.
 - g. Returns. Found Animals agrees to accept returns of microchips and/or scanners that are defective on a case by case basis and on a reasonable determination by Found Animals, for new microchips and/or scanners per the terms of the Warranties stated below in Section 7.
4. Publicity. Found Animals agrees to provide informational materials regarding the Microchip Program to Recipient, which Recipient agrees to provide to its customers. Recipient will allow Found Animals to review and approve any such marketing materials before they are released to the public.
5. Assignment. This Agreement may not be assigned by either party without the prior written consent of the parties hereto, except that either party may assign this Agreement to any division and/or any subsidiary, provided that such assignee assumes all of the rights, obligations, and liabilities of the party hereunder.
6. Agreement Modification. Any agreement to change the terms of this Agreement in any way shall be valid only if the change is made in writing and approved by mutual agreement of authorized representatives of Recipient and Found Animals.
7. Warranties, Returns, and Exchanges
- a. Warranties: Except as otherwise specifically provided in this Agreement or hereby excluded by mutual agreement, Found Animals hereby disclaims any and all representations and warranties, express, implied, statutory or otherwise, concerning any product, including, but not limited to, any warranty or merchantability or fitness for a particular purpose with respect to the products, whether used alone or in combination with other products or materials.
 - i. Microchip Warranty: Found Animals will replace any faulty microchip for a period equal to the lesser of (i) ten (10) years after the date of implantation of the microchip and (ii) one hundred forty-four (144) months after the date the microchip is received by the Recipient from Found Animals.
 - ii. Scanners: Found Animals will replace any faulty scanner within one (1) year of the Recipient's receipt of said scanner.
8. Notices. All notices required or permitted under this Agreement shall be in writing. Notices delivered personally or notices delivered via electronic mail will be deemed delivered as of actual receipt; mailed notices will be deemed delivered three (3) business days after mailing. Until further written notice, notices shall be addressed to the respective parties as follows:

Michelson Found Animals Registry

Found Animals:

Aimee Gilbreath
Executive Director
The Michelson Found Animals
Foundation, Inc.
3000 South Robertson Boulevard, Suite 105
Los Angeles, California 90034
a.gilbreath@foundanimals.org
Phone (310) 574-5780
For Microchip Program and Registry support:
microchipsales@foundanimals.org
(844) 523-3872

Recipient:

Brenda F. Barnette
General Manager
City of Los
Angeles
Department of Animal Services
221 North Figueroa Street, Suite 600
Los Angeles, California 90012
Phone: (213) 482-9558
Fax: (213) 482-9511

9. Relationship of Parties. For the purposes of this Agreement, each party is an independent contractor and not an agent or employee of the other party. Neither party shall have authority to make any statements, representations, or commitments of any kind, or to take any action which shall be binding on the other party, except as may be explicitly provided for in this Agreement or authorized in writing by the other party.

10. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall be deemed to be one and the same instrument.

11. Headings. All headings contained in this Agreement are for convenience only and shall not affect the meaning of any provision of this Agreement.

12. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties and their respective permitted successors and permitted assigns.

13. Severability. In the event that any provision of this Agreement shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any other provision of this Agreement.

14. Attorney's Fees. None.

15. Choice of Law. This Agreement shall be governed under the laws of California.

16. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior agreements or understandings between the parties relating to its subject matter.

Michelson Found Animals Registry

IN WITNESS WHEREOF, the parties have caused these presents to be executed in duplicate as of the day and year first above written.

Please return the signed Agreement via email to microchipsales@foundanimals.org

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Lifesaving

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: November 12, 2019

PREPARED BY: Catherine Chico

REPORT DATE: November 7, 2019

TITLE: Senior Management Analyst II

**SUBJECT: 1ST QUARTER REVENUE, EXPENDITURES, ANIMAL STERILIZATION FUND AND
ANIMAL WELFARE TRUST FUND FINANCIAL REPORTS FOR FISCAL YEAR
2019-20**

BOARD ACTION RECOMMENDED:

1. **RECEIVE AND FILE** 1ST Quarter Revenue, Expenditure, Animal Sterilization Fund (ASF) and Animal Welfare Trust Fund (AWTF) Reports for Fiscal Year 2019-20.

TRANSMITTALS

- FY 19-20 General Fund Revenue Report
- FY 19-20 Expenditures Report
- Animal Sterilization Report – Fund No. 842
- Animal Welfare Trust Fund – Fund No. 859

General Fund Revenue

Department of Animal Services' revenue receipts are generated through the collection of fees associated with licenses and permits such as dog licenses, breeder's permits, and filming permits.

Expenditures

Appropriations for day-to-day expenditures such as salaries, medical supplies, and animal feed and grain are provided to the Department of Animal Services by the Mayor and City Council through the annual budgetary process.

Animal Sterilization Fund

The purpose of the ASF is to provide pet sterilization services to residents of the City of Los Angeles who meet applicable program eligibility requirements, as established by the General Manager of the Department of Animal Services and approved by the City Council; and for dogs, cats and rabbits adopted from City animal shelters by other persons. Monies may also be authorized for establishing and financing a public education program to prevent overpopulation of dogs and cats; a follow-up program to assure that animals sold or given away by the Department are spayed or neutered; and for any additional costs incurred by the City of Los Angeles because of the enactment of Sections 30503 and 31751 of the California Food and Agricultural Code.

Animal Welfare Trust Fund

The purpose of the AWTF is to augment established programs and activities of the Department of Animal Services, other than those involving pet sterilization, and may be used for the acquisition, construction and maintenance of land and capital improvements and the purchase of equipment, services or furnishings in support of such programs and activities, subject to any special terms or conditions attached to individual gifts, contributions or bequests to the City.

- (1) **New Programs.** The Fund may also be used to establish or augment new programs established by the Department, other than those involving pet sterilization, including, but not limited to, the full or partial payment of adoption, microchip and/or redemption fees in connection with specified adoption events or programs for low income persons.
- (2) **New Programs – approval.** Use of the Fund to establish or augment new programs require prior City Council approval by resolution; may only be funded through gifts, contributions or bequests to the Fund received after May 1, 2018, or after the effective date of this subdivision, whichever is later; and must comply with any special terms or conditions attached to individual gifts, contributions or bequests to the City.

FISCAL IMPACT

Action to receive and file this report will not impact the General Fund.

Approved:

Brenda F. Barnette
Brenda F. Barnette, General Manager

BOARD ACTION:

_____ Passed	Disapproved _____
_____ Passed with noted modifications	Continued _____
_____ Tabled	New Date _____



**DEPARTMENT OF ANIMAL SERVICES
GENERAL FUND REVENUE
JULY 2019**

DESCRIPTION	FY 19-20 Budget Revenue Projection	July Revenue	YTD Revenue Total	FY 19-20 Projected Balance
Dog Licenses	\$2,126,000.00	\$166,613.00	\$166,613.00	\$1,959,387.00
Duplicate Tags	\$8,000.00	\$785.00	\$785.00	\$7,215.00
Sentry Dog Licenses	\$0.00	\$0.00	\$0.00	\$0.00
Sentry Dog Trainers Licenses	\$0.00	\$0.00	\$0.00	\$0.00
Dog License Penalty Fee	\$120,000.00	\$7,385.00	\$7,385.00	\$112,615.00
Late Payment Penalty - EQ	\$1,000.00	\$15.00	\$15.00	\$985.00
Cat Identification Fee	\$0.00	\$0.00	\$0.00	\$0.00
Breeder's License Fee	\$341,000.00	\$28,670.00	\$28,670.00	\$312,330.00
Comm & Ind Guard Dog Licenses	\$9,000.00	\$600.00	\$600.00	\$8,400.00
Filming Permits	\$184,000.00	\$33,320.00	\$33,320.00	\$150,680.00
Animal Pick-up Fees	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Animal Impoundment Fees	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Pet ID System Fees	\$0.00	\$0.00	\$0.00	\$0.00
Trap Rental Fees	\$3,000.00	\$300.00	\$300.00	\$2,700.00
Cat Pound Fees	\$20,000.00	\$924.50	\$924.50	\$19,075.50
Dog Pound Fees	\$700,000.00	\$63,803.00	\$63,803.00	\$636,197.00
Veterinary Medical Fees	\$21,000.00	\$3,725.63	\$3,725.63	\$17,274.37
Other Animal Pound Fees	\$36,000.00	\$2,168.00	\$2,168.00	\$33,832.00
Animal Regulation Fees	\$425,000.00	\$17,530.00	\$17,530.00	\$407,470.00
Miscellaneous Revenue-Others	\$25,000.00	\$50,668.50	\$50,668.50	-\$25,668.50
Redemption Fees	\$23,000.00	\$1,970.00	\$1,970.00	\$21,030.00
Bad Check Collection Fees	\$2,000.00	\$140.00	\$140.00	\$1,860.00
Fines and Penalties-Others	\$25,000.00	\$0.00	\$0.00	\$25,000.00
Miscellaneous Revenue-Others	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Related Cost Reimb-Others	\$537,035.00	\$0.00	\$0.00	\$537,035.00
Total	\$ 4,619,035.00	\$ 378,617.63	\$ 378,617.63	

Projection Information		Total
YTD Revenue Required to Meet FY Revenue Projection		\$384,920
Actual YTD Revenue		\$378,618
	YTD Overage/Shortage	-\$6,302
Remaining Monthly Revenue Required to Meet Projection		\$385,492



**DEPARTMENT OF ANIMAL SERVICES
GENERAL FUND REVENUE
AUGUST 2019**

DESCRIPTION	FY 19-20 Budget Revenue Projection	August Revenue	YTD Revenue Total	FY 19-20 Projected Balance
Dog Licenses	\$2,126,000.00	\$137,591.00	\$304,204.00	\$1,821,796.00
Duplicate Tags	\$8,000.00	\$725.00	\$1,510.00	\$6,490.00
Sentry Dog Licenses	\$0.00	\$20.00	\$20.00	(\$20.00)
Sentry Dog Trainers Licenses	\$0.00	\$0.00	\$0.00	\$0.00
Dog License Penalty Fee	\$120,000.00	\$6,240.00	\$13,625.00	\$106,375.00
Late Payment Penalty - EQ	\$1,000.00	\$15.00	\$30.00	\$970.00
Cat Identification Fee	\$0.00	\$10.00	\$10.00	(\$10.00)
Breeder's License Fee	\$341,000.00	\$30,550.00	\$59,220.00	\$281,780.00
Comm & Ind Guard Dog Licenses	\$9,000.00	\$150.00	\$750.00	\$8,250.00
Filming Permits	\$184,000.00	\$36,720.00	\$70,040.00	\$113,960.00
Animal Pick-up Fees	\$5,000.00	\$615.00	\$615.00	\$4,385.00
Animal Impoundment Fees	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Pet ID System Fees	\$0.00	\$0.00	\$0.00	\$0.00
Trap Rental Fees	\$3,000.00	\$300.00	\$600.00	\$2,400.00
Cat Pound Fees	\$20,000.00	\$961.00	\$1,885.50	\$18,114.50
Dog Pound Fees	\$700,000.00	\$48,033.50	\$111,836.50	\$588,163.50
Veterinary Medical Fees	\$21,000.00	\$5,273.71	\$8,999.34	\$12,000.66
Other Animal Pound Fees	\$36,000.00	\$2,798.00	\$4,966.00	\$31,034.00
Animal Regulation Fees	\$425,000.00	\$18,530.00	\$36,060.00	\$388,940.00
Miscellaneous Revenue-Others	\$25,000.00	\$0.00	\$50,668.50	(\$25,668.50)
Redemption Fees	\$23,000.00	\$1,410.00	\$3,380.00	\$19,620.00
Bad Check Collection Fees	\$2,000.00	\$105.00	\$245.00	\$1,755.00
Fines and Penalties-Others	\$25,000.00	\$0.00	\$0.00	\$25,000.00
Miscellaneous Revenue-Others	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Related Cost Reimb-Others	\$537,035.00	\$0.00	\$0.00	\$537,035.00
Total	\$4,619,035.00	\$290,047.21	\$668,664.84	

Projection Information		Total
YTD Revenue Required to Meet FY Revenue Projection		\$769,839
Actual YTD Revenue		\$668,665
	YTD Overage/Shortage	-\$101,174
Remaining Monthly Revenue Required to Meet Projection		\$395,037.02



**DEPARTMENT OF ANIMAL SERVICES
GENERAL FUND REVENUE
SEPTEMBER 2019**

DESCRIPTION	FY 19-20 Budget Revenue Projection	September Revenue	YTD Revenue Total	FY 19-20 Projected Balance
Dog Licenses	\$2,126,000	\$124,416	\$428,620	\$1,697,380
Duplicate Tags	\$8,000	\$590	\$2,100	\$5,900
Sentry Dog Licenses	\$0	\$0	\$20	(\$20)
Sentry Dog Trainers Licenses	\$0	\$0	\$0	\$0
Dog License Penalty Fee	\$120,000	\$5,683	\$19,308	\$100,693
Late Payment Penalty - EQ	\$1,000	\$50	\$80	\$920
Cat Identification Fee	\$0	\$10	\$20	(\$20)
Breeder's License Fee	\$341,000	\$25,515	\$84,735	\$256,265
Comm & Ind Guard Dog Licenses	\$9,000	\$1,050	\$1,800	\$7,200
Filming Permits	\$184,000	\$31,280	\$101,320	\$82,680
Animal Pick-up Fees	\$5,000	\$973	\$1,588	\$3,412
Animal Impoundment Fees	\$6,000	\$0	\$0	\$6,000
Pet ID System Fees	\$0	\$0	\$0	\$0
Trap Rental Fees	\$3,000	\$225	\$825	\$2,175
Cat Pound Fees	\$20,000	\$732	\$2,618	\$17,383
Dog Pound Fees	\$700,000	\$50,608	\$162,444	\$537,556
Veterinary Medical Fees	\$21,000	\$1,121	\$10,121	\$10,879
Other Animal Pound Fees	\$36,000	\$3,540	\$8,506	\$27,494
Animal Regulation Fees	\$425,000	\$8,790	\$44,850	\$380,150
Miscellaneous Revenue-Others	\$25,000	\$6,383	\$57,051	(\$32,051)
Redemption Fees	\$23,000	\$0	\$3,380	\$19,620
Bad Check Collection Fees	\$2,000	\$0	\$245	\$1,755
Fines and Penalties-Others	\$25,000	\$1,580	\$1,580	\$23,420
Miscellaneous Revenue-Others	\$2,000	\$0	\$0	\$2,000
Related Cost Reimb-Others	\$537,035	\$0	\$0	\$537,035
Total	\$4,619,035	\$262,546	\$931,211	

Projection Information

Total

YTD Revenue Required to Meet FY Revenue Projection	\$1,154,759
Actual YTD Revenue	\$931,211
YTD Overage/Shortage	-\$223,548
Remaining Monthly Revenue Required to Meet Projection	\$409,758



DEPARTMENT OF ANIMAL SERVICES
EXPENDITURES (Non-Contractual)
FY 2019-20

DESCRIPTION	FY 18-19 Adopted Budget	July Expenditures	August Expenditures	September Expenditures	YTD Expenditures	Remaining Balance
Salaries, General	\$24,698,532.00	\$1,178,858.49	\$1,589,692.31	\$1,600,387.95	\$4,368,938.75	\$20,329,593.25
Salaries, As-Needed	\$216,225.00	\$24,104.61	\$32,795.12	\$28,675.30	\$85,575.03	\$130,649.97
Salaries, Overtime	\$119,032.99	\$236.42	\$2,896.80	\$363.06	\$3,496.28	\$115,536.71
Printing & Binding	\$73,000.00	\$0.00	\$0.00	\$14,246.38	\$14,246.38	\$58,753.62
Contractual Services	\$563,292.00	\$1,578.82	\$5,986.55	\$22,418.34	\$29,983.71	\$533,308.29
Medical Supplies	\$488,591.00	\$0.00	\$4,008.72	\$32,453.69	\$36,462.41	\$452,128.59
Transportation	\$7,500.00	\$0.00	\$284.00	\$508.00	\$792.00	\$6,708.00
Uniforms	\$31,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,520.00
Private Veterinary Care	\$47,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,500.00
Animal Feed & Grain	\$520,000.00	\$42,705.48	\$12,872.60	\$26,546.76	\$82,124.84	\$437,875.16
Office & Administrative	\$239,487.00	\$6,651.31	\$18,971.23	\$13,612.67	\$39,235.21	\$200,251.79
Operating Supplies	\$280,826.00	\$8,295.15	\$14,295.69	\$25,292.73	\$47,883.57	\$232,942.43
Total	\$27,285,505.99	\$1,262,430.28	\$1,681,803.02	\$1,764,504.88	\$4,708,738.18	\$22,576,767.81



**ANIMAL
STERILIZATION
FUND**

JULY 2019

UNCOMMITTED CASH	Beginning Balance
Unrestricted	\$1,309,589.04
Restricted	\$26,912.91
Total Available	\$1,336,501.95
REVENUE - Unrestricted Funds	July Activity
Spay and Neuter Fees	\$39,259.14
Donations & Grants	\$2,088.00
Interfund Oper Transfer - General Fund	\$33,333.33
\$2 or \$7 from Dog License Fee	\$43,406.00
Total	\$118,086.47
REVENUE - Restricted Funds	
Dog/Cat Spay & Neuter Deposit	\$7,600.00
Vouchers Payable	\$0.00
Total	\$7,600.00
EXPENDITURES	
Vouchers Payable - Unrestricted	-\$286,797.75
Dog/Cat Spay & Neuter Deposit - Restricted	-\$10,320.00
Total	-\$297,117.75
UNCOMMITTED CASH	Ending Balance
Spay and Neuter Fees - Unrestricted	\$1,130,557.76
Restricted Funds	\$34,512.91
Total Available	\$1,165,070.67
Cash Committed to Contract Payments (Non LOA's)	\$311,437.50

JULY INVOICED SPAY & NEUTER ACTIVITY

Mobile Vans	Cat	Dog	Rabbit	July Total	YTD Total
Amanda Foundation	81	132	0	213	213
Lucy Pet Foundation	126	130	0	256	256
Spay4LA	164	160	0	324	324
Mobil Vans Sub-Total	371	422	0	793	793

Shelter Adoptions	Cat	Dog	Rabbit	July Total	YTD Total
Amanda Foundation	18	19	0	37	37
ASPCA	71	160	13	244	244
Heaven on Earth	166	21	1	188	188
Lucy Pet Foundation	12	0	0	12	12
SNP LA - Harbor	102	61	0	163	163
Value Vet	79	32	0	111	111
Western University	124	112	21	257	257
Letters of Agreement (LOA) Contractor's	472	284	17	773	773
Shelter Adoptions Sub-Total	1044	689	52	1785	1,785

Coupon/Certificate Program	Cat	Dog	Rabbit	July Total	YTD Total
ASPCA	111	144	7	262	262
Heaven on Earth	11	16	0	27	27
Lucy Pet Foundation	8	1	0	9	9
SNP LA - Harbor	21	10	0	31	31
Spay4LA	0	0	0	0	0
Value Vet	5	6	0	11	11
Western University	10	37	0	47	47
Letters of Agreement (LOA) Contractor's	256	345	2	603	603
Coupon & Certificate Program Sub-Total	422	559	9	990	990

Total Surgeries	1,837	1,670	61	3,568	3,568
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UNCOMMITTED CASH		Beginning Balance
	Unrestricted	\$1,146,117.76
	Restricted	\$18,952.91
	Total Available	\$1,165,070.67
REVENUE - Unrestricted Funds		
	Spay and Neuter Fees	\$63,929.58
	Donations & Grants	\$5,282.84
	Interfund Oper Transfer - General Fund	\$33,333.33
	\$2 or \$7 from Dog License Fee	\$75,841.00
	Total	\$178,386.75
REVENUE - Restricted Funds		
	Dog/Cat Spay & Neuter Deposit	\$2,220.00
	Vouchers Payable	\$0.00
	Total	\$2,220.00
EXPENDITURES		
	Vouchers Payable - Unrestricted	-\$284,330.75
	Dog/Cat Spay & Neuter Deposit - Restricted	-\$22,445.00
	Total	-\$306,775.75
UNCOMMITTED CASH		Ending Balance
	Spay and Neuter Fees - Unrestricted	\$1,017,728.76
	Restricted Funds	\$21,172.91
	Total Available	\$1,038,901.67
Cash Committed to Contract Payments (Non LOA's)		\$714,981.71



**ANIMAL
STERILIZATION
FUND**

August 2019

AUGUST INVOICED SPAY & NEUTER ACTIVITY

Mobile Vans	Cat	Dog	Rabbit	Aug Total	YTD Total
Amanda Foundation	70	78	0	148	361
Lucy Pet Foundation	184	241	0	425	681
Spay4LA	0	0	0	0	324
Mobil Vans Sub-Total	254	319	0	573	1,366
Shelter Adoptions	Cat	Dog	Rabbit	Aug Total	YTD Total
Amanda Foundation	38	29	0	67	104
ASPCA	50	148	19	217	461
Heaven on Earth	78	14	0	92	280
Lucy Pet Foundation	0	0	0	0	12
SNP LA - Harbor	127	69	0	196	359
Value Vet	153	38	0	191	302
Western University	116	82	9	207	464
Letters of Agreement (LOA) Contractor's	668	380	64	1,112	1,885
Shelter Adoptions Sub-Total	1,230	760	92	2,082	3,867
Coupon/Certificate Program	Cat	Dog	Rabbit	Aug Total	YTD Total
ASPCA	89	149	8	246	508
Heaven on Earth	1	6	0	7	34
Lucy Pet Foundation	7	3	0	10	19
SNP LA - Harbor	17	29	0	46	77
Spay4LA	0	0	0	0	0
Value Vet	2	18	0	20	31
Western University	15	44	0	59	106
Letters of Agreement (LOA) Contractor's	303	255	9	567	1,170
Coupon & Certificate Program Sub-Total	434	504	17	955	1,945
Total Surgeries	1,918	1,583	109	3,610	7,178

UNCOMMITTED CASH	September Beginning Balance
Unrestricted	\$1,017,728.76
Restricted	\$21,172.91
Total Available	\$1,038,901.67
REVENUE - Unrestricted Funds	September Activity
Spay and Neuter Fees	\$63,929.58
Donations & Grants	\$4,307.75
Interfund Oper Transfer - General Fund	\$33,333.33
Dog License Fee	\$67,315.00
Total	\$168,885.66
REVENUE - Restricted Funds	September Activity
Dog/Cat Spay & Neuter Deposit	\$6,860.00
Vouchers Payable	\$0.00
Total	\$6,860.00
EXPENDITURES	September Activity
Vouchers Payable - Unrestricted	-\$294,872.75
Dog/Cat Spay & Neuter Deposit - Restricted	\$0.00
September Expenditure Total	-\$294,872.75
UNCOMMITTED CASH	September Ending Balance
Spay and Neuter Fees - Unrestricted	\$891,741.67
Dog/Cat Spay & Neuter Deposit - Restricted	\$28,032.91
Total Available	\$919,774.58
Cash Committed to Contracts (Non LOA's)	\$464,504.00



**ANIMAL
STERILIZATION
FUND**

September 2019

SEPTEMBER INVOICED SPAY & NEUTER ACTIVITY

Mobile Vans	Cat	Dog	Rabbit	Sept Total	YTD Total
Amanda Foundation	42	75	0	117	478
Lucy Pet Foundation	201	170	0	371	1,052
Spay4LA	109	113	0	222	546
Mobil Vans Sub-Total	352	358	0	710	2,076
Shelter Adoptions	Cat	Dog	Rabbit	Sept Total	YTD Total
Amanda Foundation	0	41	0	41	145
ASPCA	36	126	13	175	636
Heaven on Earth	76	19	0	95	375
Lucy Pet Foundation	6	2	0	8	20
SNP LA - Harbor	129	66	0	195	554
Value Vet	138	57	0	195	497
Western University	0	0	0	0	464
Letters of Agreement (LOA) Contractor's	502	367	40	909	2,794
Shelter Adoptions Sub-Total	887	678	53	1,618	5,485
Coupon/Certificate Program	Cat	Dog	Rabbit	Sept Total	YTD Total
ASPCA	114	160	10	284	792
Heaven on Earth	7	17	0	24	58
Lucy Pet Foundation	9	1	0	10	29
SNP LA - Harbor	25	18	0	43	120
Spay4LA	0	0	0	0	0
Value Vet	32	8	0	40	71
Western University	0	0	0	0	106
Letters of Agreement (LOA) Contractor's	423	292	8	723	1,893
Coupon & Certificate Program Sub-Total	610	496	18	1,124	3,069
Total Surgeries	1,849	1,532	71	3,452	10,630



DEPARTMENT OF ANIMAL SERVICES
ANIMAL WELFARE TRUST FUND (FUND 859)

JULY 2019

July 2018	Beginning Balance	Donations, Contributions & Interest	July Expenditures	Ending Balance
Unrestricted Funds	\$2,369,419.16	\$20,871.13	-\$7,237.94	\$2,383,052.35
Restricted Funds	\$1,223,620.49	\$10,514.37	-\$3,808.80	\$1,230,326.06
Totals	\$3,593,039.65	\$31,385.50	-\$11,046.74	\$3,613,378.41
Donation Fund Title	Description of Purchase & Authorization	Unrestricted	Restricted	
Unrestricted Funds	California Animal Welfare Association Membership General Manager Approval - 2019-07-12	-\$550.00	\$0.00	
Unrestricted Funds	Canine Flu Vaccines Board Approval - 2019-01-08	-\$6,638.44	\$0.00	
Unrestricted Funds	Microchip Refunds Department Policy	-\$49.50	\$0.00	
Jimmy Mitchell Estate	Volunteer Uniforms General Manager Approval - 2019-05-12	\$0.00	-\$3,808.80	
Expenditure Sub-Total		-\$7,237.94	-\$3,808.80	



**DEPARTMENT OF ANIMAL SERVICES
ANIMAL WELFARE TRUST FUND
DETAIL - ACCOUNT NO. 859
JULY 2019**

DONATIONS	Beginning Balance	July 2019 Revenue	July 2019 Expenditures	Ending Balance
UNRESTRICTED DONATIONS & FUNDS				
General Donations	\$2,345,733.21	\$19,871.10	-\$7,237.94	\$2,358,366.37
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00
Restitution for Animal Cruelty	\$0.00	\$0.00	\$0.00	\$0.00
Awards & Refreshments	\$0.00	\$0.00	\$0.00	\$0.00
Vending Sales	\$23,685.95	\$1,000.03	\$0.00	\$24,685.98
Transfer to General Services	\$0.00	\$0.00	\$0.00	\$0.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Voucher Payable	\$0.00	\$0.00	\$0.00	\$0.00
Warrant Cancelled (Not New Revenue)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL UNRESTRICTED FUNDS	\$2,369,419.16	\$20,871.13	-\$7,237.94	\$2,383,052.35
RESTRICTED DONATIONS				
Agnes Wood Estate - Maintenance of North Central Shelter	\$112,813.67	\$0.00	\$0.00	\$112,813.67
Amelia Parker Estate - Shelter Renovations	\$7,130.05	\$0.00	\$0.00	\$7,130.05
Best Friends - To Promote Adoptions	\$31,584.00	\$0.00	\$0.00	\$31,584.00
East Valley Shelter - Shelter Maintenance	\$119,364.86	\$1,848.57	\$0.00	\$121,213.43
Foster Program	\$7,104.44	\$0.00	\$0.00	\$7,104.44
General Services Department	\$82,544.87	\$0.00	\$0.00	\$82,544.87
Harbor Shelter - Shelter Maintenance	\$79,927.33	\$614.60	\$0.00	\$80,541.93
J.S. Rogers Foundation - S.T.A.R.	\$16,000.00	\$0.00	\$0.00	\$16,000.00
Jimmy Mitchell Estate - Volunteer Services	\$36,275.63	\$0.00	-\$3,808.80	\$32,466.83
Kennel Plaque Sponsorship	\$64,927.64	\$300.00	\$0.00	\$65,227.64
L.C. Mirabile Estate - Maintenance of SLA Shelter	\$4,316.26	\$0.00	\$0.00	\$4,316.26
M.L. Port Living Trust - Maintenance of WLA Shelter	\$5,000.00	\$0.00	\$0.00	\$5,000.00
North Central Shelter - Shelter Maintenance	\$89,153.82	\$4,491.00	\$0.00	\$93,644.82
Public Education	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Shuster/Cunard Estate - Maintenance of East Valley Shelter	\$55,165.68	\$0.00	\$0.00	\$55,165.68
South LA Shelter - Shelter Maintenance	\$74,643.44	\$198.70	\$0.00	\$74,842.14
Special Treatment and Recovery (S.T.A.R.) Program	\$139,695.17	\$1,255.00	\$0.00	\$140,950.17
Specialized Mobile Animal Rescue Team (S.M.A.R.T.)	\$2,614.91	\$0.00	\$0.00	\$2,614.91
Thomas Richmond Trust	\$5,000.00	\$0.00	\$0.00	\$5,000.00
West LA Shelter - Shelter Maintenance	\$156,020.00	\$548.00	\$0.00	\$156,568.00
West Valley Shelter - Shelter Maintenance	\$112,838.72	\$1,218.50	\$0.00	\$114,057.22
Volunteer Program	\$20,000.00	\$40.00	\$0.00	\$20,040.00
TOTAL RESTRICTED FUNDS	\$1,223,620.49	\$10,514.37	-\$3,808.80	\$1,230,326.06
TOTAL DONATIONS AND CONTRIBUTIONS	\$3,593,039.65	\$31,385.50	-\$11,046.74	\$3,613,378.41



DEPARTMENT OF ANIMAL SERVICES
ANIMAL WELFARE TRUST FUND (FUND 859)
AUGUST 2019

August 2018	Beginning Balance	Donations, Contributions & Interest	Expenditures	Ending Balance
Unrestricted Funds	\$2,383,052.35	\$34,174.40	-\$13,388.65	\$2,403,838.10
Restricted Funds	\$1,230,326.06	\$15,216.77	-\$17,285.10	\$1,228,257.73
Totals	\$3,613,378.41	\$49,391.17	-\$30,673.75	\$3,632,095.83
Donation Fund Title	Description of Purchase & Authorization	Unrestricted	Restricted	
Unrestricted Funds	Travel - Best Friends Conference - T. Watson & M. Weber	-\$4,336.38	\$0.00	
Unrestricted Funds	General Manager Approval - 2019-07-09			
	Microchip Refunds			
Unrestricted Funds	Department Policy	-\$24.00	\$0.00	
Unrestricted Funds	Canine Flu Vaccines			
	Board Approval - 2019-01-08	-\$9,028.27	\$0.00	
Unrestricted Funds	Transfer in and out of GSD funding from Prior FY	\$0.00		
	Controller/GSD Budget Re-Appropriation		-\$17,285.10	
Expenditure Sub-Total		-\$13,388.65	-\$17,285.10	



**DEPARTMENT OF ANIMAL SERVICES
ANIMAL WELFARE TRUST FUND
DETAIL - ACCOUNT NO. 859
AUGUST 2019**

UNRESTRICTED DONATIONS & FUNDS	Beginning Balance	August 2019 Revenue	August 2019 Expenditures	Ending Balance
General Donations	\$2,358,366.37	\$25,586.10	-\$13,388.65	\$2,370,563.82
Interest Income	\$0.00	\$8,095.71	\$0.00	\$8,095.71
Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00
Restitution for Animal Cruelty	\$0.00	\$0.00	\$0.00	\$0.00
Awards & Refreshments	\$0.00	\$0.00	\$0.00	\$0.00
Vending Sales	\$24,685.98	\$492.59	\$0.00	\$25,178.57
Transfer to General Services	\$0.00	\$0.00	\$0.00	\$0.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Voucher Payable	\$0.00	\$0.00	\$0.00	\$0.00
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL UNRESTRICTED FUNDS	\$2,383,052.35	\$34,174.40	-\$13,388.65	\$2,403,838.10
RESTRICTED DONATIONS				
Agnes Wood Estate - Maintenance of North Central Shelter	\$112,813.67	\$0.00	\$0.00	\$112,813.67
Amelia Parker Estate - Shelter Renovations	\$7,130.05	\$0.00	\$0.00	\$7,130.05
Best Friends - To Promote Adoptions	\$31,584.00	\$0.00	\$0.00	\$31,584.00
East Valley Shelter - Shelter Maintenance	\$121,213.43	\$3,144.50	\$0.00	\$124,357.93
Foster Program	\$7,104.44	\$50.00	\$0.00	\$7,154.44
General Services Department	\$82,544.87	\$0.00	-\$17,285.10	\$65,259.77
Harbor Shelter - Shelter Maintenance	\$80,541.93	\$1,924.55	\$0.00	\$82,466.48
J.S. Rogers Foundation - S.T.A.R.	\$16,000.00	\$0.00	\$0.00	\$16,000.00
Jimmy Mitchell Estate - Volunteer Services	\$32,466.83	\$0.00	\$0.00	\$32,466.83
Kennel Plaque Sponsorship	\$65,227.64	\$0.00	\$0.00	\$65,227.64
L.C. Mirabile Estate - Maintenance of SLA Shelter	\$4,316.26	\$0.00	\$0.00	\$4,316.26
M.L. Port Living Trust - Maintenance of WLA Shelter	\$5,000.00	\$0.00	\$0.00	\$5,000.00
North Central Shelter - Shelter Maintenance	\$93,644.82	\$2,333.50	\$0.00	\$95,978.32
Public Education	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Shuster/Cunard Estate - Maintenance of East Valley Shelter	\$55,165.68	\$0.00	\$0.00	\$55,165.68
South LA Shelter - Shelter Maintenance	\$74,842.14	\$1,347.74	\$0.00	\$76,189.88
Special Treatment and Recovery (S.T.A.R.) Program	\$140,950.17	\$3,221.33	\$0.00	\$144,171.50
Specialized Mobile Animal Rescue Team (S.M.A.R.T.)	\$2,614.91	\$29.00	\$0.00	\$2,643.91
Thomas Richmond Trust	\$5,000.00	\$0.00	\$0.00	\$5,000.00
West LA Shelter - Shelter Maintenance	\$156,568.00	\$1,050.80	\$0.00	\$157,618.80
West Valley Shelter - Shelter Maintenance	\$114,057.22	\$1,985.35	\$0.00	\$116,042.57
Volunteer Program	\$20,040.00	\$130.00	\$0.00	\$20,170.00
TOTAL RESTRICTED FUNDS	\$1,230,326.06	\$15,216.77	-\$17,285.10	\$1,228,257.73
TOTAL DONATIONS AND CONTRIBUTIONS	\$3,613,378.41	\$49,391.17	-\$30,673.75	\$3,632,095.83



DEPARTMENT OF ANIMAL SERVICES
ANIMAL WELFARE TRUST FUND (FUND 859)
SEPTEMBER 2019

September 2018	Beginning Balance	Donations, Contributions & Interest	Expenditures	Ending Balance
Unrestricted Funds	\$2,403,838.10	\$251,400.78	-\$4,685.90	\$2,650,552.98
Restricted Funds	\$1,228,257.73	\$16,724.33	\$0.00	\$1,244,982.06
Totals	\$3,632,095.83	\$268,125.11	-\$4,685.90	\$3,895,535.04
Donation Fund Title	Description of Purchase & Authorization		Unrestricted	Restricted
Unrestricted Funds	Microchip Refunds Department Policy		\$39.00	\$0.00
Unrestricted Funds	Canine Flu Vaccines Board Approval - 2019-01-08		\$4,646.90	\$0.00



DEPARTMENT OF ANIMAL SERVICES
ANIMAL WELFARE TRUST FUND
DETAIL - ACCOUNT NO. 859
SEPTEMBER 2019

DONATIONS	Beginning Balance	September 2019 Revenue	September 2019 Expenditures	Ending Balance
UNRESTRICTED DONATIONS & FUNDS				
General Donations	\$2,370,563.82	\$248,192.22	-\$4,685.90	\$2,614,070.14
Interest Income	\$8,095.71	\$2,770.37	\$0.00	\$10,866.08
Restitution for Animal Cruelty	\$0.00	\$0.00	\$0.00	\$0.00
Awards & Refreshments	\$0.00	\$0.00	\$0.00	\$0.00
Vending Sales	\$25,178.57	\$438.19	\$0.00	\$25,616.76
Transfer Adjustment - General Services	\$0.00	\$0.00	\$0.00	\$0.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Voucher Payable	\$0.00	\$0.00	\$0.00	\$0.00
Cancelled Warrant Payable	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL UNRESTRICTED FUNDS	\$2,403,838.10	\$251,400.78	-\$4,685.90	\$2,650,552.98
RESTRICTED DONATIONS				
Agnes Wood Estate - Maintenance of North Central Shel	\$112,813.67	\$0.00	\$0.00	\$112,813.67
Amelia Parker Estate - Shelter Renovations	\$7,130.05	\$0.00	\$0.00	\$7,130.05
Best Friends - To Promote Adoptions	\$31,584.00	\$0.00	\$0.00	\$31,584.00
East Valley Shelter - Shelter Maintenance	\$124,357.93	\$2,611.00	\$0.00	\$126,968.93
Foster Program	\$7,154.44	\$0.00	\$0.00	\$7,154.44
General Services Department*	\$65,259.77	\$0.00	\$0.00	\$65,259.77
Harbor Shelter - Shelter Maintenance	\$82,466.48	\$1,056.00	\$0.00	\$83,522.48
J.S. Rogers Foundation - S.T.A.R.	\$16,000.00	\$0.00	\$0.00	\$16,000.00
Jimmy Mitchell Estate - Volunteer Services	\$32,466.83	\$0.00	\$0.00	\$32,466.83
Kennel Plaque Sponsorship	\$65,227.64	\$905.00	\$0.00	\$66,132.64
Kessie Family Trust	\$0.00	\$0.00	\$0.00	\$0.00
L.C. Mirabile Estate - Maintenance of SLA Shelter	\$4,316.26	\$0.00	\$0.00	\$4,316.26
M.L. Port Living Trust - Maintenance of WLA Shelter	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Marie Tyner Estate - Maintenance of West Valley Shelter	\$0.00	\$0.00	\$0.00	\$0.00
North Central Shelter - Shelter Maintenance	\$95,978.32	\$1,827.75	\$0.00	\$97,806.07
Public Education	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Shuster/Cunard Estate - Maintenance of East Valley Shelter	\$55,165.68	\$0.00	\$0.00	\$55,165.68
South LA Shelter - Shelter Maintenance	\$76,189.88	\$1,436.73	\$0.00	\$77,626.61
Special Treatment and Recovery (S.T.A.R.) Program	\$144,171.50	\$2,666.00	\$0.00	\$146,837.50
Specialized Mobile Animal Rescue Team (S.M.A.R.T.)	\$2,643.91	\$0.00	\$0.00	\$2,643.91
Thomas Richmond Trust	\$5,000.00	\$0.00	\$0.00	\$5,000.00
West LA Shelter - Shelter Maintenance	\$157,618.80	\$4,238.60	\$0.00	\$161,857.40
West Valley Shelter - Shelter Maintenance	\$116,042.57	\$1,675.75	\$0.00	\$117,718.32
Volunteer Program	\$20,170.00	\$307.50	\$0.00	\$20,477.50
TOTAL RESTRICTED FUNDS	\$1,228,257.73	\$16,724.33	\$0.00	\$1,244,982.06
TOTAL DONATIONS AND CONTRIBUTIONS	\$3,632,095.83	\$268,125.11	-\$4,685.90	\$3,895,535.04