



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES

REGULAR MEETING AGENDA
Tuesday, November 9, 2021
9:30 A.M.

Dial (669) 900-6833 to Join the Meeting and use Webinar ID No. 978 8128 9841 and then Press #. Press # again when prompted for participant ID.

LARRY GROSS
President

OLIVIA E. GARCÍA
Vice-President

JILL COHEN
ALISA FINSTEN
JOSE SANDOVAL

In conformity with State Assembly Bill 361 and due to concerns over COVID-19, the Board of Animal Services Commission meeting will be conducted entirely telephonically and using Zoom software.

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

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

Members of the public who wish to offer public comment to the Board of Animal Services Commission should call (669) 900-6833 and use Webinar ID No. 978 8128 9841 and then press #. Press # again when prompted for participant ID. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

I. ADMINISTRATIVE APPEALS

1. Dangerous Animal Case: DA 214021 EV

Appellant: Bertha Aviles

East Valley Animal Services Center: Lt. Owen

Complaining Witness: Mike Brosius

II. 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)

Note: The Brown Act prohibits the Board and staff from discussing a 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. Findings to Continue Teleconference Meetings Pursuant to Assembly Bill 361 / Government Code Section 54953(e)(3) (Action Item; Public comment limited to one minute per speaker)

Determination in accordance with AB 361 [Government Code Section 54953(e)(3)] that, while the state of emergency due to the COVID-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active and state or local officials have imposed or recommended measures to promote social distancing, the Board has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the Board members to meet safely in person and state or local officials continue to impose or recommend measures to promote social distancing.

B. Approval of Minutes for the Meeting of October 26, 2021 (Action Item; Public comment limited to one minute per speaker)

4. ORAL REPORT OF THE GENERAL MANAGER

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

6. BOARD REPORTS

- A. Approval of Additional Letters of Agreement with the following Veterinary Care Provider; Pet Orphans of Southern California for participation in the STAR Program (Action Item; Public comment limited to one minute per speaker)
- B. FY 21-22 1st Quarter Financial Reports (Information Item; Public comment limited to one minute per speaker)

7. ADJOURNMENT

Next Regular Meeting is scheduled for 9:30 a.m., November 23, 2021

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Tuesday of each month at 9:30 A.M. For the duration of the COVID-19 emergency, the Board will meet telephonically and using Zoom software in conformity with the Governor's Executive Order N-29-20 (March 17, 2020). 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 <https://www.laanimalservices.com/about-us-2/commission/#three>

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. Each speaker will be granted a maximum of two minutes and the presiding officer reserves the

ability to extend or limit the time depending on the circumstances of the meeting.

Notice to Paid Representatives. If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 *et seq.* More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org.

Time Limit for Speakers. Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item except during the general public comment period, which is limited to two (2) minutes per speaker (For certain agenda items, speakers will have two (2) minutes each).

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

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

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

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

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

VOTING AND DISPOSITION OF ITEMS – Most items require a majority vote of the entire membership of the Board (3 members). When debate on an item is completed, the Board President will instruct the Secretary to "call the roll". Every member present must vote for or against each item; abstentions are not permitted unless there is a Conflict of Interest for which the Board member is obliged to abstain from voting. The Secretary will announce the votes on each item. Any member of the Board may move to "reconsider" any vote on any item on the agenda, except to adjourn, suspend the Rules, or where an intervening event has deprived the Board of jurisdiction, providing that said member originally voted on the prevailing side of the item. The motion to "reconsider" shall only be in order once during the meeting, and once during the next regular meeting. The member requesting reconsideration shall identify for all members present the Agenda number and subject matter previously voted upon. A motion to reconsider is not debatable and shall require an affirmative vote of three members of the Board.

When the Board has failed by sufficient votes to approve or reject an item, and has not lost jurisdiction over the matter, or has not caused it to be continued beyond the next regular meeting, the issue is again placed on the next agenda for the following meeting for the purpose of allowing the Board to again vote on the matter.

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

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PRESIDENT

OLIVIA E. GARCIA
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JILL COHEN

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City of Los Angeles

CALIFORNIA



ERIC GARCETTI
MAYOR

**DEPARTMENT OF
ANIMAL SERVICES**

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ANNETTE G. RAMIREZ
ASSISTANT GENERAL MANAGER
Lifesaving

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

NOTIFICATION OF ADMINISTRATIVE APPEAL HEARING

To Be Held: Tuesday, November 9, 2021, at 9:30 A.M.

This hearing will be held telephonically. To appear, please follow the instructions below.

Pursuant to Los Angeles Municipal Code Section 53.18(q)(4) this serves as formal notice to the following parties and witnesses of an appeal hearing before the Board of Animal Services Commissioners in the case listed below:

- 1. Dangerous Animal Case: DA 214021 EV**
Appellant: Bertha Aviles
East Valley Animal Services Center: Lt. Owen
Complaining Witness: Mike Brosius

Due to concerns over COVID-19, this appeal hearing will be held telephonically. To appear at the hearing, DIAL (669) 900-6833, ENTER Webinar ID No. 978 8128 9841, and then press #. Press # again when prompted for participant ID.

If you have any questions or need further assistance with your telephonic appearance, please contact the Department at (213) 482-9558.

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 hearing.

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 to the hearing 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. This hearing will not be rescheduled, except for good cause.

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

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



**MINUTES
TUESDAY, October 26, 2021 at 6:00 PM**

VIRTUAL ZOOM MEETING

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

Larry Gross, President
Olivia E. García, Vice President
Jill Cohen
Alisa Finsten
Jose Sandoval

Meeting called to order at 6:03 p.m. Commissioners present were Gross, García, Cohen, Finsten, and Sandoval. Also present from Los Angeles Animal Services (LAAS) was General Manager Dana Brown, Assistant General Manager (AGM) Curtis Watts, Assistant General Manager (AGM) Annette Ramirez, Board Secretary Francine Acuña, and Deputy City Attorney Steve Houchin.

Commissioner Gross opened the meeting, introduced staff, provided an overview of the meeting agenda, and provided instructions to the public on how to make public comments for this virtual meeting.

I. REGULAR COMMISSION MEETING

1. PUBLIC COMMENT

Public Comment was made by:

- **Jeff Mausner** - stated that two-way radios are necessary for the safety of the staff and volunteers and stated that people are in favor of having as much access as possible to the shelters.
- **Michelle Cornelius** - spoke about the canine flu outbreak and questioned when the animals were vaccinated. Also spoke about two dogs named Lady and Wispy who were orange alerted.
- **Whitney Smith** - spoke about the community cat program, the shortage of vets, and the spay/neuter vouchers.
- **Claudio Kusnier** - talked about his experiences as a volunteer and the inconsistencies on how things are handled between the shelters.
- **Haley** - spoke about the protocols recommended to prevent the transmission of the virus between the animals.
- **Perry** - spoke about his experience and problems he faced while trying to rescue cats from a construction site where the building was scheduled to be demolished.
- **Gail Raff** - asked how to get an item added to the agenda, when will cats be accepted at South LA, and what is the protocol for an animal coming into the shelter system that needs an emergency vet.

- **Carolyn** - stated the shelters should be open at all times without an appointment, and asked why dogs were not vaccinated for the canine influenza.
- **Paula Hsien** - spoke about the canine flu outbreak and asked why animals that need urgent care are not being treated.
- **Lisa** - spoke about the canine flu outbreak and stated that homeless people are tapping into the system that provides water for the safety sprinkler systems at West LA. Suggested having some form of veto for inappropriate adoptions.
- **Danil Kozyatnikov** - asked the Department to provide more data about dogs to be able to promote them for adoptions. Suggested having interns at the shelters to help network with getting dogs adopted.
- **Cora Chandler** - stated that rabbits should be added to the spay/neuter mandate and should be made legal companion animals. Also stated that prohibiting the sale of animals at Santee Alley needs to be enforced.
- **Cathy Serksnas** - spoke about the proposal for the canine flu vaccine, asked for an update on the STAR program, and stated that the West Valley shelter needs to do a better job promoting the animals.
- **Kate McAllister** - spoke about the request for the purchase of military grade radios and stated the West LA shelter lacks the understanding of basic veterinary care.
- **Courtney Mann** - stated that the vets are not doing their job and asked about the STAR funds.
- **Tracy Cook** - in support of free spay/neuter services and independent trap and release volunteers should have access to spay and neuter appointments. Also stated that animal control officers should educate the public about fixing their pets.
- **Diane DeStafano** - stated that animals who are not symptomatic should be allowed to be fostered.

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. Findings to Continue Teleconference Meetings Pursuant to Assembly Bill 361 / Government Code Section 54953(e)(3) (Action Item; Public comment limited to one minute per speaker)

Determination in accordance with AB 361 [Government Code Section 54953(e)(3)] that, while the state of emergency due to the COVID-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active and state or local officials have imposed or recommended measures to promote social distancing,

the Board has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the Board members to meet safely in person and state or local officials continue to impose or recommend measures to promote social distancing.

Commissioner Gross moved to approve in determining accordance with Government Code Section 54953(e)(3) that this Board has reconsidered the circumstances of the COVID-19 state of emergency and that the state of emergency continues to directly impact the ability of the Board to meet safely in person and state or local officials continue to impose or recommend measures to promote social distancing.

Commissioner García seconded and the motion was approved by a vote of 4-0.

Ayes: Gross, García, Cohen, and Sandoval.

Noes: None.

Absent: Finsten.

Public Comment was made by:

- **Whitney Smith** - stated the Commission meetings should be allowed to meet in person.

B. Approval of the Minutes for Meeting of October 12, 2021.

Commissioner Cohen moved to approve the minutes for the meeting of October 12, 2021.

Commissioner García seconded and the motion was approved by a vote of 4-0.

Ayes: Gross, García, Cohen, and Sandoval.

Noes: None.

Absent: Finsten.

Public Comment:
None

4. ORAL REPORT OF THE GENERAL MANAGER

GM Dana Brown discussed the following:

- On October 15, the Department sent out a press release to the community about the canine influenza outbreak at the West Valley animal shelter that included all the safety protocols in place to control the spreading.
- Six additional canine influenza cases were confirmed for dogs at the West LA animal shelter. A similar press release was distributed with diversion of the dogs being moved to North Central from West LA.
- There are 89 dogs total at West Valley, 33 of them are showing symptoms; 32 of them are confirmed positive, and three of them are confirmed negative. West LA has 69 dogs in their total population; 13 are showing symptoms, six are confirmed positive, and there are about 50 tests that are pending.
- Department staff have been working with the Santee Alley district's security to coordinate enforcement and monitor vending.
- New treats have been provided to the dogs at South LA and we have asked the volunteers to monitor the treat intake.
- Dr. Hurley from UC Davis conducted the first employee training for the community cat program today. This training was held virtually and more than 100 LAAS staff and volunteers attended the training. There will be a question and answer session based on today's training in Mid-November.
- City Council voted to approve implementation protocols of the vaccine mandate for employees. Those that have not been vaccinated or have filed for an exemption will be considered in violation of the City's conditions for employment.
- Pet Food Pantry was held on October 17 and October 24. On October 17, there were 256 pets served at Chesterfield Square and 260 pets served at East Valley for a total of 516 pets served. On October 24, there were 254 pets served at Chesterfield Square and 233 pets served at East Valley for a total of 487 pets served. Start date for North Central will begin on Sunday, November 7.
- **Commissioner Sandoval** asked for a report back on the influenza vaccines and asked if the Department can host a free or low-cost influenza vaccine clinic. **AGM Ramirez** stated that an organization has reached out to the Department to help with a vaccine clinic for both canine influenza and leptospirosis out of the North Central shelter on a weekend in December.
- **Commissioner García** suggested that Dr. Prupas should attend a commission meeting to discuss the canine influenza and asked for a report back on the STAR funds.
- **Commissioner Sandoval** asked for an itemized report on the STAR funds.
- **Commissioner Cohen and Commissioner Gross** asked for the procedures and protocols when an animal that is brought into the shelter needs immediate veterinary attention.

Public Comment was made by:

- **Courtney Mann** - stated the animals should be given a day to settle into the shelter environment.
- **Paula Hsien** - spoke about the influenza vaccine and stated the animals should

- have been vaccinated sooner.
- **Whitney Smith** - spoke about how the animals should be vaccinated.
- **Gail Raff** - stated the Department needs to investigate the North Hollywood swap meet.
- **Michelle Cornelius** - suggested the Department reach out to Gigi Graciette from Fox 11 news who has been sharing information on the canine flu and hopes that there will be vaccination clinics at the shelters.
- **Haley** - asked why volunteers cannot use personal protective equipment in the shelters.
- **Cathy Serksnas** - spoke about the financial reports for the influenza vaccines.
- **Lisa Fox** - asked why no new ACT's have been assigned to West LA and spoke about a dog named Lady who was never vaccinated.
- **Carolyn Iliya** - stated some animals have been in the shelters for more than ten months without being vaccinated.
- **Danil Kozyatnikov** - spoke about the importance of providing data on dogs.

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

Commissioner Gross:

- Thanked Department staff for their help with rehoming 16 cats to the Cat House on the Kings sanctuary in Fresno County. This event was organized and coordinated by Mimi Strauss.

Commissioner Cohen:

- Asked for the protocol for adding an item to the Commission agenda.
- Asked if the Department could help with the spay/neuter program at the shelters or with a mobile clinic.

Commissioner Finsten:

- None.

Commissioner García:

- None.

Commissioner Sandoval:

- None.

Public Comment was made by:

- **Whitney Smith** - stated that Cat House on the Kings requires a lifetime donation of \$2,500 for each cat.
- **Gail Raff** - stated that she is going to send a list of cats who are going to be euthanized to Commissioner Gross for assistance with rescuing these cats.
- **Courtney Mann** - stated the animals should be given a day to relax and get adjusted to the shelter before they are vaccinated.

6. BOARD REPORTS

- A. Request Authorization to use Animal Welfare Trust Funds for the Purchase of Additional Military Grade Radios and Microphones for All Staff Use (Action Item)

District Supervisor Christy Louzan requested authorization to use Animal Welfare Trust Funds for the Purchase of Additional Military Grade Radios and Microphones for all shelter and field staff Use.

Commissioner Gross moved to table this item and have staff provide a report back incorporating all the concerns and questions that the Commissioners have raised and will put it on another agenda.

Commissioner Sandoval seconded and the motion was approved by a vote of 5-0.

Ayes: Gross, García, Cohen, Finsten, and Sandoval.

Noes: None.

Absent: None.

Public Comment was made by:

- **Whitney Smith** - thanked the Commissioners for hesitating on this item.
- **Michelle Cornelius** - stated it is the City's responsibility to keep employees safe and that the animal welfare trust funds are to be used to enhance the quality of life for the animals.
- **Cathy Serksnas** - stated the Department should consider less expensive options.
- **Gail Raff** - suggested the Department request donations for the purchase of these radios through Go Fund Me or post on Facebook.
- **Lisa** - stated this money should be used for getting new ACT's and getting medical care for the animals.

- B. Phone Report Update (Information Item)

Dara Ball provided an update on the Department's phone system.

Commissioner Sandoval asked for a report back on the breakdown of types of calls that are coming into the shelter and for a breakdown of appointments.

Public Comment was made by:

- **Whitney Smith** - suggested that in depth information on the animals should be posted on the website and a report should be made available on how many

appointments are being made on the new system and how many are showing up for their appointments.

- **Cathy Serksnas** - suggested adding the status of an animal on the website so that people are aware if the animal is available.
- **Lisa** - stated the online appointment system is not working.

C. Report Back on Shelter Operations and Public Access (Information Item)

GM Dana Brown provided a report back on Shelter Operations and Public Access.

The Department moved to a hybrid model in August that allows the public to come to the shelter on the weekends without an appointment, and from Tuesday through Friday appointments are still required. The Department also successfully launched an online appointment system.

Public Comment was made by:

- **Whitney Smith** - stated that adoptions are seasonal.
- **Lisa** - stated it is a good idea to have a kiosk available for licensing.
- **Michelle Cornelius** - suggested people fill out the adoption paperwork while they are waiting.
- **Gail Raff** - stated that volunteers can help complete the adoption paperwork.

D. Woofstat Report for September 2021 (Information Item)

GM Dana Brown discussed the September Woofstat Report.

Public Comment was made by:

- **Whitney Smith** -.stated that people are breeding animals in apartment buildings and are not getting licensed or spay/neutered.
- **Gail Raff** - stated that the Department is not taking in all animals and people are dumping animals at the South LA shelter.
- **Michelle Cornelius** - stated there is a decrease in animals being pulled from Best Friends and said there needs to be a better way of sharing information quickly about animals that need fostering.
- **Lisa** - said there needs to be a better system for potential adopters to see animals that are currently in foster and the restriction of time slots for volunteers are minimizing the amount of volunteers coming back to the shelters.

ADJOURNMENT

Meeting adjourned at 8:54 p.m.

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Administration

ANNETTE G. RAMIREZ
ASSISTANT GENERAL MANAGER
Lifesaving

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: November 9, 2021

PREPARED BY: Annette Ramirez

REPORT DATE: November 1, 2021

TITLE: Assistant General Manager

SUBJECT: APPROVAL OF ADDITIONAL LETTERS OF AGREEMENT WITH VETERINARY CARE PROVIDER; PET ORPHANS OF SOUTHERN CALIFORNIA FOR PARTICIPATION IN THE STAR PROGRAM

BOARD ACTION RECOMMENDED:

1. **APPROVE** the execution of Letters of Agreement, a template of which is attached to this Report, between the City of Los Angeles through the Department of Animal Services and the below-listed veterinary care provider for participation in the STAR Program to provide veterinary services:
 - Pet Orphans of Southern California
2. **AUTHORIZE** the Department's General Manager or her designee to execute the Letters of Agreement and submit them to the City Attorney for review and approval as to form.

BACKGROUND:

The STAR (Special Treatment and Recovery) Program was established to use donated funds to provide medical treatment for severely injured, abused, and neglected animals surrendered to or seized by the Department. This program was designed to allow the Department to get sick/injured animals to a private veterinarian to receive the critical medical care they need and that is not always available in a municipal animal shelter.

The STAR Program cannot function without the participation of veterinary care provider partners. To facilitate their participation, the Department must enter into a Letter of Agreement with each veterinary care provider outlining the terms of the Program. This Board approved the first group of veterinary partners on July 13, 2021.

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SUBJECT: APPROVAL OF ADDITIONAL LETTERS OF AGREEMENT WITH VETERINARY CARE PROVIDER; PET ORPHANS OF SOUTHERN CALIFORNIA FOR PARTICIPATION IN THE STAR PROGRAM

SUMMARY:

The Department is requesting the Board's approval of the additional Letters of Agreement with the following veterinary care provider:

- Pet Orphans of Southern California

Each Letter of Agreement will take the form of the template attached to this Report and will set forth the terms and conditions of the STAR Program, including approved medical treatment and reimbursements. Each Letter of Agreement will carry a term of one year with optional renewal for two additional one-year terms at the Department's sole discretion.

FISCAL IMPACT:

There is no fiscal impact to the general fund. The cost of the STAR Program will be used from the STAR Fund, Fund No. 859.

Approved:



Dana H. Brown, General Manager

Attachment

BOARD ACTION:

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



**CITY OF LOS ANGELES
DEPARTMENT OF ANIMAL SERVICES
STAR PROGRAM VETERINARY PARTNER AGREEMENT**



This Letter of Agreement (“Agreement”) is for veterinarians that wish to participate in the City of Los Angeles (“City”) Department of Animal Services (“LAAS”) STAR Program (“Program”), which allows qualified non-profit rescue organizations to temporarily foster and care for LAAS-owned animals that have suffered from injury, abuse or neglect and are in need of medical treatment. Under the Program, rescue organizations will transport these animals to a veterinarian for treatment and LAAS will pay a portion of qualifying treatment costs.

Veterinary Care Provider: _____ (“Provider”)

In order to participate in the Program, Provider understands and agrees to the following terms and conditions:

1. Animal Intake and Medical Treatment.

- a. Provider will be included on a list of participating veterinarians provided by LAAS to non-profit rescue organizations that have entered into a separate agreement with LAAS to participate in the Program (“Participating Rescue Organization”). If Provider is selected by a Participating Rescue Organization, the Participating Rescue Organization will transport a LAAS-owned animal in need of specified medical treatment (“Animal”) to the Provider for treatment.
- b. Participating Rescue Organization will submit to Provider a “STAR Program Payment Form,” which will specify the LAAS-approved medical treatment requested for the Animal (“Medical Treatment”). If Provider accepts an Animal for treatment, Provider will only perform the specified Medical Treatment on the Animal and shall obtain prior authorization from LAAS before performing any other treatment or procedure.
- c. When the Medical Treatment is completed and an Animal is ready for discharge, Provider will contact the Participating Rescue Organization to arrange for pick-up. Provider shall not release an Animal to any person, group, or organization other than the Participating Rescue Organization that provided the Animal for treatment. Provider shall provide the Participating Rescue Organization with post-operative instructions.

2. Payment to Provider.

- a. If Provider complies with all terms and conditions set forth in this Agreement and if Medical Treatment provided to the Animal is supported by a detailed invoice from Provider, LAAS will pay Provider for a portion of costs for Medical Treatment as follows, per Animal:
 - LAAS will pay 100% of Medical Treatment costs up to \$1,000.
 - LAAS will pay 50% of additional Medical Treatment costs between \$1,000 and \$5,000.
 - LAAS will not pay any portion of Medical Treatment costs above \$5,000.
 - Under this payment structure, LAAS will pay no more than \$3,000 total for Medical Treatment costs per Animal.

- b. LAAS will not be responsible for paying any costs other than those related to the approved Medical Treatment. LAAS will not pay more than \$3,000 per Animal.
- c. In order to receive any payments from LAAS under this Agreement, Provider must provide LAAS with the following Required Documentation for each Animal:
 - a completed STAR Program Payment Form
 - a detailed invoice for Medical Treatment provided to the Animal
 - Invoices must include:
 - Veterinary Hospital Name and Address
 - Nature of Injury
 - Treatment Provided
 - Animal Disposition (e.g. euthanized or specify other)
 - Service Date
 - Complete Service Fees

The Required Documentation, with original signatures, must be mailed and postmarked within 7 days after Medical Treatment is completed. Any documents or requests for payment sent more than 7 days after Medical Treatment is completed will not be accepted by LAAS and no payments will be made to Provider.

The Required Documentation originals must be mailed to:

Chesterfield Square Animal Care Center
Attn: Dr. Jeremy Prupas
1850 West 60th Street
Los Angeles, California 90047

- d. All costs submitted to LAAS for payment shall be fair and reasonable. Provider shall offer the best prices and discounts that are offered to any of Provider's customers for similar medical treatment provided under this Agreement.
- e. Total payments to Provider under this Agreement shall not exceed \$3,000 for medical treatment cost per animal.

3. Term

- a. This Agreement shall take effect when fully executed and shall terminate one (1) year thereafter, unless terminated earlier pursuant to the terms of this Agreement. This Agreement may be renewed for up to two additional one-year terms at the sole discretion of LAAS. Such renewal options shall be effected through a letter from LAAS to Provider and signed by the General Manager of LAAS, or designee, and by the Provider.

4. Termination

- a. LAAS may terminate this Agreement at any time and for any reason by giving Provider written notice. Upon receipt of the notice of termination, Provider shall not accept LAAS-owned animals under the Program.

5. Insurance

- a. Provider shall acquire and maintain insurance coverage and liability limits of a type and in an amount for premises liability, malpractice and such other insurance as is customary for licensed California veterinarians in the Los Angeles area, with one or more financially sound and reputable insurance companies and provide proof of such insurance to LAAS upon request.

6. Indemnity Wavier, Release of Liability, and Assumption of Risk.

- a. Provider understands that the behavior of domestic animals is unpredictable and that domestic animals are capable of spreading disease, inflicting serious personal injury, causing extensive property damage, and/or causing death. Knowing the risk of handling domestic animals, nevertheless, Provider agrees to assume those risks and agrees to assume full responsibility for personal injury, property damage suffered and/or death sustained as a result of, or in connection with, its participation in the Program. Except for the active negligence or willful misconduct of the City, LAAS, or any of their officers, agents, employees, assigns and successors in interest, Provider shall defend, indemnify and hold harmless the City, LAAS and any of their officers, agents, employees, assigns and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in-house and outside counsel) and costs of litigation (including all litigation costs incurred by the City, including but not limited to costs of experts and consultants, damages or liability of any nature whatsoever, for death or injury to any person, including Provider's employees and agents, or damages or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by Provider, including its boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of LAAS and the City provided in this Paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement. This provision shall survive expiration or termination of this Agreement.

7. Additional Provider Obligations.

- a. Provider shall comply with all applicable laws of the United States of America, the State of California, and the City of Los Angeles. Provider shall follow the mandates of the California Veterinary Medicine Practice Act.
- b. Provider shall provide all materials, equipment, and personnel and shall bear all costs for any necessary permits, insurance and taxes required to perform these services.
- c. Provider shall maintain all licenses, permits, certifications and other documents required to provide any veterinary care or related services, including but not limited to the following:
 - Veterinary Premise Permit, as required by the California Veterinary Medical Board
 - Veterinarian License
 - Controlled Substance Registration Certificate, as required by the U.S. Drug Enforcement Administration (DEA)
 - City of Los Angeles Business Tax Registration Certificate

I declare under penalty of perjury that I am authorized to enter into this Agreement on behalf of Provider and that all information provided herein is true and correct. I further declare that I have fully read, understand, and agree to the terms and conditions of this Agreement on behalf of the Organization.

Name of Provider Hospital/Clinic (Print)

Veterinarian/Owner or Authorized Representative (Print)

Title (Print)

Veterinarian/Owner or Authorized Representative (Signature)

Date

Location Address

State

Zip Code

Phone Number: _____ Email Address: _____

Los Angeles City Business Tax License Number _____

IRS Taxpayer Identification Number _____

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

By _____
Dana Brown, Interim General Manager

Date: _____

**APPROVED AS TO FORM:
MICHAEL N. FEUER, City Attorney**

By _____
Steve R. Houchin, Deputy City Attorney

Date: _____



Department of Animal Services
Fiscal Year 21-22
1st Quarter Financial Report
Consolidated Overview

Animal Sterilization Fund - Fund No. 842				
	Beginning Balance	Revenue	Expenditures	Ending Balance
Totals	\$453,491.27	\$650,128.19	-\$741,913.03	\$361,706.43
	Cats	Dogs	Rabbits	Total
Prior Totals	-	-	-	-
Reporting Period Totals	1,462	1,118	83	2,663
Year to Date Totals	1,462	1,118	83	2,663

Animal Welfare Trust Fund - Fund No. 859				
	Beginning Balance	Donations, Contributions & Interest	Expenditures	Ending Balance
Unrestricted Funds	\$2,802,234.72	\$60,659.88	-\$146,780.87	\$2,716,113.73
Restricted Funds	\$1,629,142.08	\$135,772.80	-\$114,506.87	\$1,650,408.01
Totals	\$4,431,376.80	\$196,432.68	-\$261,287.74	\$4,366,521.74

Expenditures - General Fund				
Budget Allocation	Prior Expenditures	Reporting Period Expenditures	YTD Expenditures	Remaining Balance
\$25,711,008.36	\$0.00	\$4,506,124.04	\$4,506,124.04	\$21,204,884.32


Revenue - General Fund				
Revenue Projection	Prior Revenue	Reporting Period Revenue	YTD Revenue	Outstanding Revenue
\$4,001,720.00	\$0.00	\$677,275.54	\$677,275.54	\$3,324,444.46



ANIMAL STERILIZATION FUND

JULY 2021

Beginning Balance	
Cash	\$410,600.52
Encumbered	\$42,890.75
Total Available	\$453,491.27
REVENUE	
Spay and Neuter Fees	\$25,583.89
Donations & Grants	\$1,504.00
Interfund Oper Transfer - General Fund	\$0.00
Spay/Neuter Deposit Forfeitures	\$0.00
\$2 or \$7 from Dog License Fee	\$30,742.00
UB Transfer	\$0.00
Misc.	\$0.00
Misc.	\$720.00
Total	\$58,549.89
EXPENDITURES	
Spay and Neuter Program	-\$177,103.75
Other - Transfer to General Fund	-\$107,055.03
Misc.	\$160.00
Misc.	\$0.00
Total	-\$283,998.78
Ending Balance	
Cash	\$212,327.38
Encumbrances	\$15,715.00
Total Available	\$228,042.38
Liability Accounts (LA) & Pending Cash Reconciliations	
Dog/Cat Spay & Neuter Deposits (LA)	\$11,562.91
Interfund Oper Transfer (Pending)	\$170,833.37
Misc.	\$0.00
Misc.	\$0.00



**ANIMAL
STERILIZATION
FUND**

JULY 2021

JULY INVOICED SPAY & NEUTER ACTIVITY					
Mobile Vans	Cat	Dog	Rabbit	July Total	FYTD Total
Amanda Foundation	0	0	0	0	0
Lucy Pet Foundation	0	0	0	0	0
Spay4LA	0	0	0	0	0
Mobil Vans Sub-Total	0	0	0	0	0
Shelter Adoptions	Cat	Dog	Rabbit	July Total	FYTD Total
Amanda Foundation	0	0	0	0	0
ASPCA	143	81	5	229	229
Heaven on Earth	194	51	0	245	245
Lucy Pet Foundation	0	0	0	0	0
SNP LA - Harbor	90	32	3	125	125
Value Vet	31	23	0	54	54
Western University	67	101	11	179	179
Letters of Agreement (LOA) Contractor's	237	102	0	339	339
Shelter Adoptions Sub-Total	762	390	19	1171	1,171
Coupon/Certificate Program	Cat	Dog	Rabbit	July Total	FYTD Total
ASPCA	32	21	8	61	61
Heaven on Earth	63	9	0	72	72
Lucy Pet Foundation	0	0	0	0	0
SNP LA - Harbor	49	42	0	91	91
Spay4LA	0	0	0	0	0
Value Vet	10	21	0	31	31
Western University	10	43	0	53	53
Letters of Agreement (LOA) Contractor's	306	414	12	732	732
Coupon & Certificate Program Sub-Total	470	550	20	1040	1,040
Total Surgeries	1,232	940	39	2,211	2,211

Beginning Balance	
Cash	\$212,327.38
Encumbrances	\$15,715.00
Total Available	\$228,042.38
REVENUE	
Spay and Neuter Fees	\$34,192.71
Donations & Grants	\$8,875.60
Interfund Oper Transfer - General Fund	\$33,333.37
Spay/Neuter Deposit Forfeitures	\$0.00
\$2 or \$7 from Dog License Fee	\$33,171.00
UB Transfer	\$0.00
Community Cats	\$7,500.00
Misc.	\$1,480.00
Total	\$118,552.68
EXPENDITURES	
Spay and Neuter Program	-\$235,602.75
Other - Transfer to General Fund	\$0.00
Misc.	-\$1,480.00
Misc.	\$0.00
Total Available	-\$237,082.75
Ending Balance	
Cash	\$108,802.31
Encumbrances	\$710.00
Total	\$109,512.31
Liability Accounts (LA) & Pending Cash Reconciliations	
Spay & Neuter Deposits (LA)	\$6,442.91
Interfund Oper Transfer - General Fund (Pending)	\$375,905.00
Misc.	\$0.00
Misc.	\$0.00



ANIMAL STERILIZATION FUND

August 2021

AUGUST INVOICED SPAY & NEUTER ACTIVITY					
Mobile Vans	Cat	Dog	Rabbit	Aug Total	FYTD Total
Amanda Foundation	0	0	0	0	0
Lucy Pet Foundation	0	0	0	0	0
Spay4LA	0	0	0	0	0
Mobil Vans Sub-Total	0	0	0	0	0
Shelter Adoptions	Cat	Dog	Rabbit	Aug Total	FYTD Total
Amanda Foundation	0	0	0	0	0
ASPCA	131	88	17	236	465
Heaven on Earth	159	63	0	222	467
Lucy Pet Foundation	0	0	0	0	0
SNP LA - Harbor	175	46	3	224	349
Value Vet	53	23	0	76	130
Western University	115	106	6	227	406
Letters of Agreement (LOA) Contractor's	313	106	39	458	797
Shelter Adoptions Sub-Total	946	432	65	1,443	2,614
Coupon/Certificate Program	Cat	Dog	Rabbit	Aug Total	FYTD Total
ASPCA	36	50	5	91	152
Heaven on Earth	38	9	0	47	119
Lucy Pet Foundation	0	0	0	0	0
SNP LA - Harbor	44	38	0	82	173
Spay4LA	0	0	0	0	0
Value Vet	10	11	0	21	52
Western University	7	30	0	37	90
Letters of Agreement (LOA) Contractor's	576	580	22	1,178	1,910
Coupon & Certificate Program Sub-Total	711	718	27	1,456	2,496
Total Surgeries	1,657	1,150	92	2,899	5,110



ANIMAL STERILIZATION FUND

September 2021

	Beginning Balance
Cash	\$108,802.31
Encumbrances	\$710.00
Total Available	\$109,512.31
REVENUE	
Spay and Neuter Fees	\$33,094.12
Donations & Grants	\$6,275.50
Interfund Oper Transfer - General Fund	\$283,345.00
Spay/Neuter Deposit Forfeitures	\$5,760.00
\$2 or \$7 from Dog License Fee	\$56,411.00
Payroll Reimbursement	\$36,800.00
Community Cats	\$50,000.00
Misc.	\$1,340.00
Total	\$473,025.62
EXPENDITURES	
Spay and Neuter Program	-\$220,451.50
Other - Transfer to General Fund	\$0.00
Reclass	\$0.00
Misc.	-\$380.00
Total	-\$220,831.50
	Ending Balance
Cash	\$361,191.43
Encumbrances	\$515.00
Total Available	\$361,706.43
Liability Accounts (LA) & Pending Cash Reconciliations	
Spay & Neuter Deposits (LA)	\$6,782.91
Interfund Oper Transfer - General Fund (Pending)	\$137,500.00
Misc.	
Misc.	

SEPTEMBER INVOICED SPAY & NEUTER ACTIVITY

Mobile Vans	Cat	Dog	Rabbit	Sept Total	FYTD Total
Amanda Foundation	0	0	0	0	0
Lucy Pet Foundation	0	0	0	0	0
Spay4LA	0	0	0	0	0
Mobil Vans Sub-Total	0	0	0	0	0
Shelter Adoptions	Cat	Dog	Rabbit	Sept Total	FYTD Total
Amanda Foundation	0	0	0	0	0
ASPCA	77	64	5	146	611
Heaven on Earth	119	73	0	192	659
Lucy Pet Foundation	0	0	0	0	0
SNP LA - Harbor	144	60	4	208	557
Value Vet	59	27	0	86	216
Western University	85	125	20	230	636
Letters of Agreement (LOA) Contractor's	196	153	25	374	1,171
Shelter Adoptions Sub-Total	680	502	54	1,236	3,850
Coupon/Certificate Program	Cat	Dog	Rabbit	Sept Total	FYTD Total
ASPCA	32	30	0	62	214
Heaven on Earth	21	5	0	26	145
Lucy Pet Foundation	0	0	0	0	0
SNP LA - Harbor	67	38	0	105	278
Spay4LA	0	0	0	0	0
Value Vet	10	11	0	21	73
Western University	10	34	0	44	134
Letters of Agreement (LOA) Contractor's	642	498	29	1,169	3,079
Coupon & Certificate Program Sub-Total	782	616	29	1,427	3,923
Total Surgeries	1,462	1,118	83	2,663	7,773



DEPARTMENT OF ANIMAL SERVICES
ANIMAL WELFARE TRUST FUND (FUND 859)
JULY 2021

	Beginning Balance	Donations, Contributions & Interest	July Expenditures	Ending Balance
Unrestricted Funds	\$2,802,234.72	\$17,676.93	-\$82,144.02	\$2,737,767.63
Restricted Funds	\$1,629,142.08	\$3,741.50	-\$1,222.45	\$1,631,661.13
Totals	\$4,431,376.80	\$21,418.43	-\$83,366.47	\$4,369,428.76

Donation Fund Title	Description of Purchase & Authorization	Unrestricted	Restricted
Unrestricted Funds	Re-Lock of NC General Manager Approval - 2021-32	-\$3,819.93	
Unrestricted Funds	The Glue Payment City Council - 2021-50	-\$16,922.50	
Unrestricted Funds	The Glue Payment City Council - 2021-50	-\$33,205.00	
Unrestricted Funds	Animal Food Order General Manager Approval - 2021-65	-\$1,578.38	
Unrestricted Funds	Animal Food Order General Manager Approval - 2021-65	-\$124.76	
Unrestricted Funds	Medical Order EV General Manager Approval - 2021-83	-\$5,294.38	
Unrestricted Funds	Medical Order WV General Manager Approval - 2021-69	-\$6,217.89	
Unrestricted Funds	Medical Order EV General Manager Approval - 2021-83	-\$5,294.38	
Unrestricted Funds	SLA Medical Order General Manager Approval - 2020-77	-\$926.79	
Unrestricted Funds	SLA Medical Order General Manager Approval - 2020-78	-\$879.70	
Unrestricted Funds	SLA Medical Order General Manager Approval - 2020-79	-\$907.91	
Unrestricted Funds	Medical Order NC General Manager Approval - 2021-69	-\$4,973.91	
Unrestricted Funds	Medical Order NC General Manager Approval - 2021-83	-\$165.59	
Unrestricted Funds	Medical Order NC General Manager Approval - 2021-83	-\$289.10	
Unrestricted Funds	Medical Order WV General Manager Approval - 2021-83	-\$1,063.35	
Unrestricted Funds	Ice Machine Maintenance General Manager Approval - 2021-17	-\$211.08	
Unrestricted Funds	Medical Order EV General Manager Approval - 2021-69	-\$269.37	
Restricted Funds	NC Foster Food Order General Manager Approval - 2021-84		-\$727.03
Restricted Funds	USBank Pcard		-\$495.42
Expenditure Sub-Total		-\$82,144.02	-\$1,222.45



DEPARTMENT OF ANIMAL SERVICES
ANIMAL WELFARE TRUST FUND
DETAIL - ACCOUNT NO. 859
JULY 2021

DONATIONS	Beginning Balance	July 2020 Revenue	July 2020 Expenditures	Ending Balance
UNRESTRICTED DONATIONS & FUNDS				
General Donations	\$2,802,234.72	\$17,584.67	-\$82,144.02	\$2,737,675.37
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	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Services	\$0.00	\$0.00	\$0.00	\$0.00
Use Tax	\$0.00	\$92.26	\$0.00	\$92.26
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	\$2,802,234.72	\$17,676.93	-\$82,144.02	\$2,737,767.63
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
ASPCA Grant	\$360,000.00	\$0.00	\$0.00	\$360,000.00
ASPCA Marketing Grant	\$40,000.00	\$0.00	\$0.00	\$40,000.00
Best Friends - To Promote Adoptions	\$29,986.25	\$0.00	\$0.00	\$29,986.25
East Valley Shelter - Shelter Maintenance	\$137,042.77	\$288.00	\$0.00	\$137,330.77
Food Pantry	\$53,420.35	\$1,230.00	\$0.00	\$54,650.35
Foster Program	\$35,559.98	\$0.00	-\$727.03	\$34,832.95
General Services Department	\$42,131.77	\$0.00	\$0.00	\$42,131.77
Harbor Shelter - Shelter Maintenance	\$90,452.81	\$462.50	\$0.00	\$90,915.31
J.S. Rogers Foundation - S.T.A.R.	\$16,000.00	\$0.00	\$0.00	\$16,000.00
Jimmy Mitchell Estate - Volunteer Services	\$33,183.80	\$0.00	\$0.00	\$33,183.80
Kennel Plaque Sponsorship	\$71,491.91	\$300.00	\$0.00	\$71,791.91
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
Life Saving Fund	\$0.00	\$0.00	\$0.00	\$0.00
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	-\$59,182.63	\$394.00	\$0.00	-\$58,788.63
PetCo	\$33,414.69	\$0.00	-\$495.42	\$32,919.27
Pet Retention Program	\$500.00	\$0.00	\$0.00	\$500.00
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	\$77,338.68	\$109.00	\$0.00	\$77,447.68
Special Treatment and Recovery (S.T.A.R.) Program	\$223,836.72	\$868.00	\$0.00	\$224,704.72
Specialized Mobile Animal Rescue Team (S.M.A.R.T.)	\$3,143.91	\$0.00	\$0.00	\$3,143.91
Thomas Richmond Trust	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Volunteer Program	\$21,257.50	\$40.00	\$0.00	\$21,297.50
West LA Shelter - Shelter Maintenance	\$166,464.61	\$50.00	\$0.00	\$166,514.61
West Valley Shelter - Shelter Maintenance	\$62,173.30	\$0.00	\$0.00	\$62,173.30
TOTAL RESTRICTED FUNDS	\$1,629,142.08	\$3,741.50	-\$1,222.45	\$1,631,661.13
TOTAL DONATIONS AND CONTRIBUTIONS	\$4,431,376.80	\$21,418.43	-\$83,366.47	\$4,369,428.76



DEPARTMENT OF ANIMAL SERVICES
ANIMAL WELFARE TRUST FUND (FUND 859)
AUGUST 2021

	Beginning Balance	Donations, Contributions & Interest	Expenditures	Ending Balance
Unrestricted Funds	\$2,737,767.63	\$22,739.47	-\$5,496.29	\$2,755,010.81
Restricted Funds	\$1,631,661.13	\$8,825.20	-\$107,148.46	\$1,533,337.87
Totals	\$4,369,428.76	\$31,564.67	-\$112,644.75	\$4,288,348.68
Donation Fund Title	Description of Purchase & Authorization		Unrestricted	Restricted
Unrestricted Funds	ACOS Cal Animals Certification		-\$150.00	
	General Manager Approval - 2022-05			
Unrestricted Funds	Ice Machine Maintenance		-\$422.16	
	General Manager Approval - 2021-17			
Unrestricted Funds	Medical Order EV		-\$2,906.88	
	General Manager Approval - 2021-83			
Unrestricted Funds	USBank Pcard		-\$2,017.25	
Restricted Funds	Kennel Plaque			-\$66.80
	Department Policy			
Restricted Funds	ASPCA Grant Transfer to Fund 842			-\$95,145.00
	City Council			
Restricted Funds	Foster Food Order			-\$381.61
	General Manager Approval - 2022-18			
Restricted Funds	Foster Food Order			-\$861.93
	General Manager Approval - 2022-19			
Restricted Funds	Pet Food Pantry			-\$10,693.12
	General Manager Approval - 2021-73			
Expenditure Sub-Total			-\$5,496.29	-\$107,148.46



DEPARTMENT OF ANIMAL SERVICES
ANIMAL WELFARE TRUST FUND
DETAIL - ACCOUNT NO. 859
AUGUST 2021

DONATIONS	Beginning Balance	August 2020 Revenue	August 2020 Expenditures	Ending Balance
UNRESTRICTED DONATIONS & FUNDS				
General Donations	\$2,737,675.37	\$21,157.93	-\$5,496.29	\$2,753,337.01
Interest Income	\$0.00	\$1,329.34	\$0.00	\$1,329.34
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	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Services	\$0.00	\$0.00	\$0.00	\$0.00
Use Tax	\$92.26	\$252.20	\$0.00	\$344.46
Voucher Payable	\$0.00	\$0.00	\$0.00	\$0.00
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL UNRESTRICTED FUNDS	\$2,737,767.63	\$22,739.47	-\$5,496.29	\$2,755,010.81
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
ASPCA Grant	\$360,000.00	\$0.00	-\$95,145.00	\$264,855.00
ASPCA Marketing Grant	\$40,000.00	\$0.00	\$0.00	\$40,000.00
Best Friends - To Promote Adoptions	\$29,986.25	\$0.00	\$0.00	\$29,986.25
East Valley Shelter - Shelter Maintenance	\$137,330.77	\$466.50	\$0.00	\$137,797.27
Food Pantry	\$54,650.35	\$610.00	-\$10,693.12	\$44,567.23
Foster Program	\$34,832.95	\$0.00	-\$1,243.54	\$33,589.41
General Services Department	\$42,131.77	\$0.00	\$0.00	\$42,131.77
Harbor Shelter - Shelter Maintenance	\$90,915.31	\$3,365.00	\$0.00	\$94,280.31
J.S. Rogers Foundation - S.T.A.R.	\$16,000.00	\$0.00	\$0.00	\$16,000.00
Jimmy Mitchell Estate - Volunteer Services	\$33,183.80	\$0.00	\$0.00	\$33,183.80
Kennel Plaque Sponsorship	\$71,791.91	\$60.00	-\$66.80	\$71,785.11
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
Life Saving Fund	\$0.00	\$0.00	\$0.00	\$0.00
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	-\$58,788.63	\$607.00	\$0.00	-\$58,181.63
PetCo	\$32,919.27	\$0.00	\$0.00	\$32,919.27
Pet Retention Program	\$500.00	\$0.00	\$0.00	\$500.00
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	\$77,447.68	\$0.00	\$0.00	\$77,447.68
Special Treatment and Recovery (S.T.A.R.) Program	\$224,704.72	\$1,367.00	\$0.00	\$226,071.72
Specialized Mobile Animal Rescue Team (S.M.A.R.T.)	\$3,143.91	\$151.20	\$0.00	\$3,295.11
Thomas Richmond Trust	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Volunteer Program	\$21,297.50	\$71.50	\$0.00	\$21,369.00
West LA Shelter - Shelter Maintenance	\$166,514.61	\$0.00	\$0.00	\$166,514.61
West Valley Shelter - Shelter Maintenance	\$62,173.30	\$2,127.00	\$0.00	\$64,300.30
TOTAL RESTRICTED FUNDS	\$1,631,661.13	\$8,825.20	-\$107,148.46	\$1,533,337.87
TOTAL DONATIONS AND CONTRIBUTIONS	\$4,369,428.76	\$31,564.67	-\$112,644.75	\$4,288,348.68



DEPARTMENT OF ANIMAL SERVICES
ANIMAL WELFARE TRUST FUND (FUND 859)
SEPTEMBER 2021

	Beginning Balance	Donations, Contributions & Interest	Expenditures	Ending Balance
Unrestricted Funds	\$2,755,010.81	\$20,243.48	-\$59,140.56	\$2,716,113.73
Restricted Funds	\$1,533,337.87	\$123,206.10	-\$6,135.96	\$1,650,408.01
Totals	\$4,288,348.68	\$143,449.58	-\$65,276.52	\$4,366,521.74
Donation Fund Title	Description of Purchase & Authorization		Unrestricted	Restricted
Unrestricted Funds	Ice Machine Maintenance General Manager Approval - 2021-17		-\$1,688.64	
Unrestricted Funds	The Glue Payment City Council - 2021-50		-\$54,897.16	
Unrestricted Funds	Victor Medical Order General Manager Approval - 2022-18		-\$609.61	
Unrestricted Funds	PPE Supplies NC General Manager Approval - 2022-14		-\$1,039.92	
Unrestricted Funds	Microchip Refund Department Policy		-\$15.00	
Unrestricted Funds	USBank Pcard Order		-\$545.77	
Restricted Funds	Foster Food Order General Manager Approval - 2022-33			-\$313.26
Restricted Funds	Star Program Surgeries Board Report - 07-13-2021			-\$2,613.91
Restricted Funds	Pet Food Pantry Order General Manager Approval - 2022-17			-\$3,208.79
Expenditure Sub-Total			-\$58,796.10	-\$6,135.96



DEPARTMENT OF ANIMAL SERVICES
ANIMAL WELFARE TRUST FUND
DETAIL - ACCOUNT NO. 859
SEPTEMBER 2021

DONATIONS	Beginning Balance	September 2020 Revenue	September 2020 Expenditures	Ending Balance
UNRESTRICTED DONATIONS & FUNDS				
General Donations	\$2,753,337.01	\$13,926.84	-\$58,796.10	\$2,708,467.75
Interest Income	\$1,329.34	\$6,212.22	\$0.00	\$7,541.56
Restitution for Animal Cruelty	\$0.00	\$0.00	\$0.00	\$0.00
Awards & Refreshments	\$0.00	\$0.00	\$0.00	\$0.00
Vending Sales	\$0.00	\$0.00	\$0.00	\$0.00
Transfer Adjustment - General Services	\$0.00	\$0.00	\$0.00	\$0.00
Use Tax	\$344.46	\$0.00	-\$344.46	\$0.00
Voucher Payable	\$0.00	\$104.42	\$0.00	\$104.42
Cancelled Warrant Payable	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL UNRESTRICTED FUNDS	\$2,755,010.81	\$20,243.48	-\$59,140.56	\$2,716,113.73
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
ASPCA Grant	\$264,855.00	\$0.00	\$0.00	\$264,855.00
ASPCA Marketing Grant	\$40,000.00	\$0.00	\$0.00	\$40,000.00
Best Friends - To Promote Adoptions	\$29,986.25	\$0.00	\$0.00	\$29,986.25
East Valley Shelter - Shelter Maintenance	\$137,797.27	\$5,370.00	\$0.00	\$143,167.27
Food Pantry	\$44,567.23	\$3,612.50	-\$3,208.79	\$44,970.94
Foster Program	\$33,589.41	\$0.00	-\$313.26	\$33,276.15
General Services Department	\$42,131.77	\$0.00	\$0.00	\$42,131.77
Harbor Shelter - Shelter Maintenance	\$94,280.31	\$580.00	\$0.00	\$94,860.31
J.S. Rogers Foundation - S.T.A.R.	\$16,000.00	\$0.00	\$0.00	\$16,000.00
Jimmy Mitchell Estate - Volunteer Services	\$33,183.80	\$0.00	\$0.00	\$33,183.80
Kennel Plaque Sponsorship	\$71,785.11	\$0.00	\$0.00	\$71,785.11
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
Life Saving Fund	\$0.00	\$110,000.00	\$0.00	\$110,000.00
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	-\$58,181.63	\$563.60	\$0.00	-\$57,618.03
PetCo	\$32,919.27	\$0.00	\$0.00	\$32,919.27
Pet Retention Program	\$500.00	\$0.00	\$0.00	\$500.00
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	\$77,447.68	\$245.00	\$0.00	\$77,692.68
Special Treatment and Recovery (S.T.A.R.) Program	\$226,071.72	\$2,515.00	-\$2,613.91	\$225,972.81
Specialized Mobile Animal Rescue Team (S.M.A.R.T.)	\$3,295.11	\$50.00	\$0.00	\$3,345.11
Thomas Richmond Trust	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Volunteer Program	\$21,369.00	\$10.00	\$0.00	\$21,379.00
West LA Shelter - Shelter Maintenance	\$166,514.61	\$95.00	\$0.00	\$166,609.61
West Valley Shelter - Shelter Maintenance	\$64,300.30	\$165.00	\$0.00	\$64,465.30
TOTAL RESTRICTED FUNDS	\$1,533,337.87	\$123,206.10	-\$6,135.96	\$1,650,408.01
TOTAL DONATIONS AND CONTRIBUTIONS	\$4,288,348.68	\$143,449.58	-\$65,276.52	\$4,366,521.74



DEPARTMENT OF ANIMAL SERVICES
GENERAL FUND REVENUE
SEPTEMBER 2021

DESCRIPTION	FY 20-21 Budget Revenue Projection	July Revenue	August Revenue	September Revenue	YTD Revenue Total	FY 20-21 Projected Balance
Dog Licenses	\$1,890,000.00	\$85,919	\$87,505	\$93,573	\$266,996	\$1,623,004
Duplicate Tags	\$7,000.00	\$135	\$155	\$90	\$380	\$6,620
Sentry Dog Licenses	\$0.00	\$150	\$0	\$0	\$150	(\$150)
Sentry Dog Trainers Licenses	\$0.00	\$0	\$0	\$0	\$0	\$0
Dog License Penalty Fee	\$75,000.00	\$3,643	\$3,903	\$3,083	\$10,628	\$64,373
Late Payment Penalty - EQ	\$420.00	\$0	\$105	\$0	\$105	\$315
Cat Identification Fee	\$0.00	\$10	\$0	\$55	\$65	(\$65)
Breeder's License Fee	\$360,000.00	\$42,865	\$52,765	\$31,285	\$126,915	\$233,085
Comm & Ind Guard Dog Licenses	\$5,100.00	\$100	\$150	\$50	\$300	\$4,800
Restricted Dog License	\$0.00	\$120	\$120	\$120	\$360	(\$360)
Filming Permits	\$324,000.00	\$21,080	\$31,960	\$24,480	\$77,520	\$246,480
Animal Pick-up Fees	\$3,600.00	\$338	\$295	\$236	\$869	\$2,731
Animal Impoundment Fees	\$0.00	\$0	\$0	\$0	\$0	\$0
Pet ID System Fees	\$0.00	\$0	\$0	\$0	\$0	\$0
Trap Rental Fees	\$0.00	\$0	\$0	\$0	\$0	\$0
Cat Pound Fees	\$6,000.00	\$371	\$959	\$1,067	\$2,397	\$3,603
Dog Pound Fees	\$540,000.00	\$32,670	\$35,679	\$33,634	\$101,983	\$438,017
Veterinary Medical Fees	\$30,000.00	\$0	\$1,235	\$0	\$1,235	\$28,765
Other Animal Pound Fees	\$30,000.00	\$1,274	\$2,666	\$1,842	\$5,781	\$24,219
Animal Regulation Fees	\$174,000.00	\$27,543	\$16,834	\$10,020	\$54,397	\$119,604
Miscellaneous Revenue-Others	\$138,000.00	\$586	\$810	\$19,031	\$20,427	\$117,573
Redemption Fees	\$0.00	\$0	\$0	\$0	\$0	\$0
Bad Check Collection Fees	\$600.00	\$0	\$0	\$0	\$0	\$600
Fines and Penalties-Others	\$18,000.00	\$1,970	\$0	\$0	\$1,970	\$16,030
Miscellaneous Revenue-Others	\$0.00	\$2,248	\$1,675	\$875	\$4,798	(\$4,798)
Related Cost Reimb-Others	\$400,000.00	\$0	\$0	\$0	\$0	\$400,000
Total	\$4,001,720	\$221,021	\$236,814	\$219,440	\$677,276	\$3,324,444

Projection Information		Total
YTD Revenue Required to Meet FY Revenue Projection		\$1,000,430
Actual YTD Revenue		\$677,276
YTD Overage/Shortage		-\$323,154
Remaining Monthly Revenue Required to Meet Projection	\$354,388.47	\$369,383



DEPARTMENT OF ANIMAL SERVICES
EXPENDITURES (Non-Contractual)
FY 2021-22

DESCRIPTION	FY 21-22 Adopted Budget	Adjusted FY 21-22 Budget	July Expenditures	August Expenditures	September Expenditures	Remaining Balance
Salaries, General	\$23,411,339.00	\$0.00	\$961,167.38	\$1,601,229.86	\$1,583,047.46	\$19,265,894.30
Salaries, As-Needed	\$300,376.00	\$0.00	\$12,047.67	\$19,569.46	\$19,486.58	\$249,272.29
Salaries, Overtime	\$120,000.00	\$0.00	\$2,313.92	\$13,064.24	\$12,107.57	\$92,514.27
Printing & Binding	\$74,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74,000.00
Contractual Services	\$308,809.36	\$0.00	\$17,981.46	\$23,178.21	\$13,886.47	\$253,763.22
Medical Supplies	\$488,591.00	\$0.00	\$7,530.74	\$3,921.65	\$49,535.62	\$427,602.99
Transportation	\$7,500.00	\$0.00	\$259.00	\$501.20	\$504.00	\$6,235.80
Uniforms	\$27,660.00	\$0.00	\$0.00	\$0.00	\$0.01	\$27,659.99
Private Veterinary Care	\$47,500.00	\$0.00	\$0.00	\$0.00	\$2,605.39	\$44,894.61
Animal Feed & Grain	\$400,000.00	\$0.00	\$20,715.23	\$22,335.02	\$41,595.71	\$315,354.04
Office & Administrative	\$241,687.00	\$0.00	\$400.77	\$11,500.47	\$22,377.88	\$207,407.88
Operating Supplies	\$283,546.00	\$0.00	\$3,273.90	\$24,553.96	\$15,433.21	\$240,284.93
Total	\$25,711,008.36	\$0.00	\$1,025,690.07	\$1,719,854.07	\$1,760,579.90	\$21,204,884.32