



City of Carson Report to Mayor and City Council

July 1, 2014
New Business Consent

SUBJECT: CONSIDER AN AGREEMENT WITH LOS ANGELES COUNTY TO PROVIDE ANIMAL CARE AND CONTROL SERVICES FOR THE PERIOD OF JULY 1, 2014 THROUGH JUNE 30, 2019

Submitted by Cedric L. Hicks, Sr.
Director of Community Services

Approved by Nelson Hernandez
City Manager

I. SUMMARY

Since 1968, the County of Los Angeles Department of Animal Care and Control has provided the City of Carson with animal control services. The most recent agreement was approved by City Council at the May 1, 2007 meeting (Exhibit No. 1). That agreement expired on June 30, 2014. Staff recommends that a new five-year agreement with the County of Los Angeles Animal Care and Control be approved for the period of July 1, 2014 through June 30, 2019 (Exhibit No. 2).

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE the five-year agreement with County of Los Angeles Department of Animal Care and Control to provide animal control services for the City of Carson, for the period of July 1, 2014 through June 30, 2019.
2. AUTHORIZE the Mayor to execute the agreement, following approval as to form by the City Attorney.

III. ALTERNATIVES

TAKE such other action as the City Council deems appropriate that is consistent with the requirements of law.

IV. BACKGROUND

The County of Los Angeles Department of Animal Care and Control has provided the City of Carson with animal control services since 1968. These services include providing kennel and animal shelter services, shelter and treatment of all animals, reptiles and fowl delivered to the shelter from within the boundaries of the City, impounding stray dogs and cats, disposal of dead animals and enforcement of state statutes and municipal animal control ordinances.

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The rates for these services for FY 2013/2014 are as follows:

ACTIVITY	RATES
Dog license processing fee	\$2.45 per license
Animal license field enforcement fee	\$67.34 per hour
Dog or Cat impound fee	\$20.07 per day plus Veterinarian costs
Housing for sick/injured pets	\$24.08 per day plus Veterinarian costs
Dead animal disposal at shelter	\$12.84 per animal
Animal Control Officer Field patrol	\$85.02 per hour

The cost for the services is offset by impound fees and housing fees, along with license fees collected at the shelter that are credited to the City monthly. For example, the cost for providing animal control services to the City of Carson in FY 2012/13 was \$342,623.64. The City received credits that totaled \$167,525.40 for the same year. The net cost to the City was \$175,098.24. However, it is anticipated that the total cost of the services for FY 2013/2014 will end up being \$222,000. Attached is the invoice from Los Angeles Department of Animal Care and Control for May 2014 that shows the typical breakdown of costs and credits to the city for FY 2013/2014. (Exhibit No. 3).

These rates are adjusted by the County Auditor-Controller annually, and effective July 1st of each year for the animal care and control services. (Exhibit No. 2). The County of Los Angeles Department of Animal Care and Control has provided excellent service to the City of Carson. Based on their service, responsiveness, and overall performance, staff recommends that a new contract with County of Los Angeles Animal Care and Control be approved. This contract will be a five-year agreement, commencing on July 1, 2014 and ending on June 30, 2019.

V. FISCAL IMPACT

Funds for animal control services are included in the proposed FY 2014/15 budget in account number 01-90-905-158-6005. Funds to reflect the future annual contract costs will also be included in succeeding annual budgets.

VI. EXHIBITS

1. Council action from May 1, 2007. (pg. 4)
2. Proposed contract with County of Los Angeles Department of Animal Care and Control for animal control services. (pgs. 5-23)
3. May 2014 invoice from County of Los Angeles Department of Animal Care and Control. (pg. 24)

July 1, 2014

Prepared by: Brent Gesch, Public Safety Administrative Analyst

TO: Rev05-13-2014

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

Action taken by City Council

Date _____ Action _____

**ITEM NO. (15) AGREEMENT WITH LOS ANGELES COUNTY TO PROVIDE ANIMAL
CARE AND CONTROL SERVICES FOR THE PERIOD OF JULY 1, 2007
THROUGH JUNE 30, 2012 (PUBLIC SERVICES)**

RECOMMENDATION for the City Council:

TAKE the following actions:

1. APPROVE the five-year agreement with County of Los Angeles Animal Care and Control to provide animal control services for the city of Carson, for the period of July 1, 2007 through June 30, 2012.
2. AUTHORIZE the Mayor to execute the agreement, following approval as to form by the City Attorney.

ACTION: It was moved to Approve New Business Consent Calendar Item Nos. 7, 8, 10, 13, 14, 15, and 15A on motion of Gipson and seconded by Williams and unanimously carried by the following vote:

Ayes: Mayor Dear, Council Member Williams, Council Member Gipson, and Council
Member Davis-Holmes
Noes: None
Abstain: None
Absent: Mayor Pro Tem Santarina



CITY-COUNTY MUNICIPAL SERVICES AGREEMENT

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AND CONTROL AND CITY OF CARSON

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CITY-COUNTY MUNICIPAL SERVICES AGREEMENT

COUNTY OF LOS ANGELES DEPARTMENT OF ANIMAL CARE AND CONTROL AND CITY OF CARSON

THIS AGREEMENT is made by and between the COUNTY OF LOS ANGELES, hereinafter referred to as County, and the CITY OF CARSON, hereinafter referred to as City.

RECITALS

- a. The City is desirous of contracting with the County for the performance of animal care and control functions described herein by the County.
- b. The County of Los Angeles is agreeable to rendering such services on the terms and conditions set forth in this Agreement.
- c. Such contracts are authorized and provided for by the provisions of Section 56-1/2 and 56-3/4 of the Charter of the County of Los Angeles and Section 51300 et seq. of the Government Code of the State of California.

1.0 AGREEMENT TO PROVIDE SERVICES UNDER STATE AND LOCAL STATUTES

- 1.1 The County agrees, through the County Department of Animal Care and Control, to provide general animal care and control services within the corporate limits of the City to the extent and in the manner hereinafter set forth.
- 1.2 Except as otherwise specifically set forth in this Agreement, such services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by the County under the Charter of the County and the Statutes of the State of California and under the municipal codes of the City. The County will provide services in accordance with the provisions of Title 10, Animals of the Los Angeles County Code, and all amendments thereto, except as otherwise agreed by the parties in the attached Service Level Request.

2.0 ADMINISTRATION OF PERSONNEL

- 2.1 The rendition of the services performed by the County, the standards of performance, the discipline of officers and staff, and the matters incident to the performance of such services and the control of personnel so employed shall remain with the County.
- 2.2 In the event of a dispute between the parties to this contract as to the extent of the duties and functions to be rendered hereunder, or the



minimum level or manner of performance of such service, the City shall be consulted and a mutual determination thereof shall be made by both the County and the City.

- 2.3 With regard to Sections 2.1 and 2.2, the County, in an unresolved dispute, shall have final and conclusive determination as between the parties hereto.
- 2.4 All City employees who work in conjunction with the County's Department of Animal Care and Control pursuant to this Agreement shall remain employees of the City and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the County based on this Agreement. No City employee as such shall become employees of the County unless by specific additional agreement in the form of a merger contract which must be concurrently adopted by the City and County. To the extent the County provides the City with animal licensing services, City employees or their agents shall not perform any function related to the licensing of animals, including collection of license fees, penalties, or field enforcement fees, except as otherwise agreed to by the parties in the attached Service Level Request of other prior written agreement. Field enforcement fees will only be collected for services performed by employees of the County of Los Angeles Department of Animal Care and Control.
- 2.5 For the purpose of performing services and functions, pursuant to this Agreement and only for the purpose of giving official status to the performance thereof, every County officer and/or employee engaged in performing any such service and function shall be deemed to be a contracted officer or employee of the City while performing such service for the City, as long as the service is within the scope of this Agreement and in a municipal function.
- 2.6 The contracting City shall not be called upon to assume any liability for the direct payment of any County Department of Animal Care and Control salaries, wages, or other compensation to any County personnel performing services hereunder for said City. Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee or agent of the County for injury or sickness arising out of his/her employment as a contract employee of the City.
- 2.7 As part of its compliance with all applicable laws and regulations relating to employee hiring, the County agrees that the County Civil Services Rules to which it is subject and which prohibit discrimination on the basis of non-merit factors, shall for purposes of this contract be read and understood to prohibit discrimination.

3.0 DEPLOYMENT OF PERSONNEL

- 3.1 Services performed hereunder and specifically requested by the City shall be developed in conjunction with the County Department of Animal Care and Control.
- 3.2 The City agrees to complete a Service Level Request form annually (Attachment A) and the level of service to be provided and contract sum shall be signed and authorized by the City and the County Department of Animal Care and Control or his/her designee and shall be attached to this contract as an amendment.
- 3.3 The City may request a change in level of service and complete an additional Service Level Request form and submit such form to the County Department of Animal Care and Control. The revised level of service to be provided and contract sum shall be signed and authorized by the City and the County Department Animal Care and Control or his/her designee and attached to this contract as an amendment to the level of service and the contract sum.
- 3.4 The City is not limited to the foregoing services indicated, but may also request any other services in the field of public safety, animal welfare, or related fields within the legal power of the Director of Animal Care and Control to provide.

4.0 PERFORMANCE OF CONTRACT

- 4.1 For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary to maintain the agreed level of service to be rendered hereunder.
- 4.2 Notwithstanding the foregoing, the City may provide additional resources for the County to utilize in performance of the services.
- 4.3 Notwithstanding the foregoing, it is mutually agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of said City, the same shall be supplied by the City at its own cost and expense.

5.0 INDEMNIFICATION

- 5.1 The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977, and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991, and/or a revised Joint Indemnity Agreement approved by the Board of Supervisors on August 9, 1993. Whichever of these documents the City has signed later in time is currently in effect and

hereby made a part of and incorporated into this Agreement as if set out in full herein.

- 5.2 In the event the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the Joint Indemnity Agreement previously in effect between the parties hereto.

6.0 TERM OF CONTRACT

- 6.1 Unless sooner terminated as provided for herein, this Agreement shall be effective July 1, 2014, and shall remain in effect until June 30, 2019.
- 6.2 At the option of the Board of Supervisors and with the consent of the City Council, this Agreement may be renewable for successive periods not to exceed five years each.

7.0 RIGHT OF TERMINATION

- 7.1 Either party may terminate this Agreement as of the first day of July of any year upon notice in writing to the other party of not less than 60 days prior thereto.
- 7.2 Notwithstanding any provision herein to the contrary, the City may terminate this Agreement upon notice in writing to the County given within 60 days of receipt of hereunder, and in such an event this Agreement shall terminate 60 calendar days from the date of the City's notice to the County.
- 7.3 This Agreement may be terminated at anytime, with or without cause, by either party upon written notice given to the other party at least 180 days before the date specified for such termination.
- 7.4 In the event of a termination, each party shall fully discharge all obligations owed to the other party accruing prior to the date of such termination, and each party shall be released from all obligations which would otherwise accrue subsequent to the date of termination.

8.0 CONTRACT SUM

- 8.1 The City shall pay for the services provided under the terms of this service agreement at the rate established by the County's Department of Animal Care and Control and approved by the Auditor-Controller.
- 8.2 The rates indicated in the Service Level Request form shall be readjusted by the County annually effective the first day of July each year to reflect the cost of such service in accordance with the policies and procedures for

the determination of such rate as adopted by the County Board of Supervisors.

- 8.3 The City shall be billed based on the service level provided within the parameters of the Service Level Request form.
- 8.4 The cost of other services requested pursuant to this Agreement and not set forth in the Service Level Request form shall be determined by the County's Department of Animal Care and Control and in accordance with the policies and procedures established by the County Board of Supervisors.

9.0 PAYMENT PROCEDURES

- 9.1 The County, through the County of Los Angeles Department of Animal Care and Control, shall render to said City within 15 days after the close of each calendar month a summarized invoice which covers all services performed during said month, and said City shall pay County for all undisputed amounts within 30 days after date of said invoice.
- 9.2 If such payment is not delivered to the County office which is described on said invoice within 60 days after the date of the invoice, the County is entitled to recover interest thereon. For all disputed amounts, the City shall provide County with written notice of the dispute including the invoice date, amount, and reasons for dispute within 15 days after receipt of the invoice. The parties shall memorialize the resolution of the dispute in writing. For any disputed amounts, interest shall accrue if payment is not received within 60 days after the dispute resolution is memorialized.
- 9.3 Interest shall be calculated at the rate of seven percent (7%) annually or any portion thereof, calculated from the last day of the month in which the services were performed, or in the case of disputed amounts, calculated from the date the resolution is memorialized.
- 9.4 Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within 60 days after the date of the invoice, or in the case of disputed amounts, from the date the resolution is memorialized, the County may satisfy such indebtedness, including interest thereon, from any funds of the City on deposit with the County without giving further notice to City of County's intention to do so.

10.0 ENTIRE AGREEMENT

- 10.1 This Agreement and Attachment A hereto, constitute the complete and exclusive statements of the parties which supersedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter hereof. All changes or amendments to this

[illegible]

CITY-COUNTY MUNICIPAL SERVICES AGREEMENT
COUNTY OF LOS ANGELES DEPARTMENT OF ANIMAL CARE
AND CONTROL AND CITY OF CARSON

IN WITNESS WHEREOF, the County of Los Angeles Board of Supervisors has caused this Agreement to be subscribed by its Chair and the City has caused this Agreement to be subscribed on its behalf by its authorized officer.

COUNTY OF LOS ANGELES

By _____
MARCIA MAYEDA
Director, Animal Care and Control

CITY OF CARSON

By _____
City of Carson, City Manager

ATTEST:

By _____
City Clerk Date

By _____
City Attorney Date

APPROVED AS TO FORM:

JOHN KRATTLI
County Counsel

By _____
Principal Deputy County Counsel

CITY-COUNTY MUNICIPAL SERVICES AGREEMENT

COUNTY OF LOS ANGELES
DEPARTMENT OF ANIMAL CARE AND CONTROL

AND

THE CITY OF

CARSON

FY 2014-15 SERVICE LEVEL REQUEST

Part One: Billing Rates for the period July 1, 2014, through June 30, 2015

Kennel Services*

Dog and Cat per day	\$20.07
Other animals per day	\$ 9.95
Observation per day	\$24.08
Dog license processing per license	\$ 2.45
Dead animal disposal per animal	\$12.84
Field Services per hour	\$85.02
Animal License Field Enforcement per hour	\$67.34
Liability Trust Fund (applied to Field Services and Animal License Field Enforcement hourly amounts only)	4%

Part Two: Annual/Amended Service Request Approval

Authorized Representative
(Printed Name)

Authorized Signature
(Signature)

Date

Title

Telephone Number

Part Three: Annual Service Level

Standard Shelter Services:

Full Service - All animals acquired in the field, within the boundaries of the City or determined to have originated within the boundaries of the City, may be impounded at a County animal care center. Impounded animals will be vaccinated and provided medical care, food, and shelter. The animal's picture will generally be posted on the Department's website to assist residents in reclaiming a lost or missing pet. Residents may also visit the associated animal care center to find their lost or missing pet. The hours of operation of each animal care center are scheduled at the discretion of the Department. **See Part One for the associated shelter services billing rates.**
Primary animal care center*: (Carson Animal Care Center)

*The Department shall take reasonable action to shelter all animals at this location. There may be circumstances in which the Department must shelter animals at an alternate location. In general, such sheltering shall be temporary and animals shall subsequently be transferred to the primary animal care center.

Contract cities are charged for the first five days of care for animals impounded within the city's jurisdiction. If an animal leaves our care earlier for any reason, cities will be charged based upon the actual number of days (1-4). If an animal is redeemed, the redemption fees collected from owners will be credited to the city up to the maximum number of days that would otherwise be billed. The County assumes liability and disposition of these animals after five days with the exception of animals held as a result of a seizure or criminal case, abandoned animals, observation animals (quarantine), potentially dangerous or vicious dogs, and return to owner animals.

Below are the kennel services maximum number of days billed and the description:

*Kennel Services Description	Maximum number of days billed
Kennel Services: Stray or relinquished animals.	5 days
Private Veterinarian: If the owner is unable to be located and the injury or condition is life threatening and the scene of the incident is not in the vicinity of a County animal care center, or if the medical staff at the animal care center are not available, the animal will be taken to the nearest private contract veterinarian. Cities will be charged for the private contracted veterinarian visit.	5 days
Observation Animals: Animal bite that causes any penetration of the skin by teeth which requires a bite report be taken and the animal quarantined. The animal will be placed in quarantine confinement and observed for ten (10) days minimum from the date of the bite at the discretion of the Department of Veterinary Public Health.	10 days
Return to Owner Animal: The owner or person entitled to the custody of any animal impounded can redeem such animal by paying impound and boarding fees accruing up to the time of such redemption.	10 days
Abandoned Animals: Hold at least fifteen (15) calendar days; determine whether the owner had an agreement with someone to care for the animal in their absence, post a Form 58 (Notice of Impoundment) at the premises for the owner if they return, and mail a registered or certified letter to the last address	15 days
Special Intake: Confiscated, Court Case, Police Request, Owner Arrested, Potentially Dangerous or Vicious Dog	Unlimited days

Field Services:

The County will provide the services set forth below in accordance with the provisions of the Los Angeles County Code, Title 10 - Animals, and all amendments, except as otherwise agreed to by the parties in this Service Level Request.

- ☐ Standard Service Plan - Includes answering calls for service (24 hours per day, daily); dispatching or assigning field staff; and performance of duties in the field based on priority, location, and availability of staff.
- ☐ Limited Standard Service Plan:
 - ☐ Daily between the hours of ____ (a.m./p.m.) and ____ (a.m./p.m.)
 - ☐ Weekend days and holidays
 - ☐ Emergency Services - As needed
 - ☐ Humane Investigations and Prosecution - As needed

Regular Business hour contact information:

Department Name: _____

Telephone: _____

Address: _____

Outreach and Enforcement Services:

County will enforce the fees set forth in Los Angeles County Code Section 10.90.010 et seq. unless the City provides an alternate fee schedule approved by the City and provided to the County.

Animal License Field Enforcement

License Enforcement Services - Provides for dedicated staff to perform license enforcement activities (issuing new licenses, license renewals, collecting delinquency charges and other fees) in the field.

- ☐ Authorized Animal License Enforcement Services
 - ☐ County and City shall subsequently agree to the time and scope of this service.
- ☐ No Animal License Enforcement Services
 - Note: All license enforcement revenue collected will be contributed toward offsetting the cost of services

Animal Facility Licensing

Animal Facility Licensing Services - Provides for dedicated staff to perform animal facility inspection and licensing to any lot, building, structure, enclosure, or premises for any animal related business or organization which is required to be licensed. The animal facility licensing staff inspects animal related facilities annually and when otherwise necessary, to ensure the health and safety of the public and animals. Businesses are provided a letter grade based on the results of the inspection. Animal facility licenses are generally valid for one year from the date of issue. The Department will inspect animal facilities and any revenues collected will offset services.

- ☐ Animal Facility Licensing
 - ☐ Licensing and Inspection/Grading Services
- ☐ No Animal Facility Licensing

Clinic(s)

In addition to the vaccination and licensing services provided in all County Animal Care Centers, the city may request the following additional services in its jurisdiction by checking the applicable box(es):

- ☐ Request County to provide or arrange for vaccination clinic(s) in its jurisdiction;
- ☐ If a vaccination clinic(s) is/are requested by checking the box above, the City also requests County to provide personnel to license animals during the vaccination clinic.



Part Four: License Information (required if the Department manages City licensing)

Standard Licensing Services:

License renewal notices are mailed or transmitted to the animal owner of record, the renewal and payment is received and processed annually on a fee per license basis. Licenses will be required before an animal will be released to a resident of a City participating in the Standard Licensing Services program. Fees from licenses collected will be credited to the City monthly in arrears.

- ☐ City has adopted the license fees outlined in Title 10 of the Los Angeles County Code

Altered Dog	\$ <u>20.00</u>	Altered Cat	\$ <u>5.00</u>
Unaltered Dog	\$ <u>60.00</u>	Unaltered Cat	\$ <u>10.00</u>
Senior* Dog	\$ <u>7.50</u>	*Senior age is defined as <u>60</u> years.	
Delinquency Charge	\$ <u>Equal to Amount of License</u>		
Delinquency Charge applies after: <u>10 days</u>			
Field Enforcement Fee	\$ <u>40.00</u> (licensing initiated in the field)		

- ☐ City has adopted the following license fees:

Altered Dog	\$ _____	Altered Cat	\$ _____
Unaltered Dog	\$ _____	Unaltered Cat	\$ _____
Senior* Dog	\$ _____	Senior* Cat	\$ _____
_____	\$ _____	_____	\$ _____

*Senior age is defined as _____ years.

Delinquency Charge \$ _____

Delinquency Charge applies after: _____ days.

Field Enforcement Fee \$ _____ (licensing initiated in the field)

Current license fees adopted by the City on _____, 20____.

- ☐ No Animal Licensing Services

Spay/Neuter Trust Fund:

The City may elect to contribute \$5.00 per altered and unaltered dog licenses to the Spay/Neuter Trust Fund. The Spay/Neuter Trust Fund will allow the Department to offer a low cost spay/neuter program for the City's residents who wish to have their pets spayed or neutered but cannot afford the surgery. Once residents are qualified, Department staff will work with shelter clinics as well as mobile clinics to assist qualified residents in obtaining spay/neuter services in an area near them. Indicate preference by checking one of the following boxes:

- ☐ Participate in the mandatory Spay/Neuter Trust Fund
- ☐ No participation in the mandatory Spay/Neuter Trust Fund

Part Five: Animal Regulations/Enforcement (required if the Department performs field services)

The City hereby agrees to the enforcement of Title 10 as indicated below. Check one of the following boxes regarding Title 10 Enforcement.

- ☐ City agree to the enforcement of Title 10 with no exceptions
- ☐ City agrees to the enforcement of Title 10 with the following exception(s):

Los Angeles County
Department of Animal Care and Control
Description of Services Provided

Field Services

Resources dedicated to providing quality animal care services in the field. Activities involve field officers performing a variety of tasks utilizing appropriate equipment. These tasks include:

- Immediate response to vicious/dangerous animals that pose a public safety threat;
- Capture and impoundment of stray domestic animals;
- Impoundment of animals surrendered by their owners;
- Removal of dead animals from public and private property;
- Enforcement of all animal related ordinances and State laws including leash laws, animal cruelty laws, dangerous/vicious dog enforcement, and the keeping of wild or exotic animals;
- Investigate Potentially Dangerous and Vicious Dog cases; prepare appropriate petitions; and conduct administrative hearings, consistent with state and county laws;
- Rescue of ill, injured or abused animals;
- Enforcement of animal nuisance complaints such as barking dogs and leash law violators;
- Assist local law enforcement with their cases when animals are involved, such as the service of search warrants and impounding animals belonging to persons taken into custody;
- Emergency response to fires, earthquakes, floods and other natural or manmade disasters to rescue animals from harm;
- Maintain 24 hour dispatch and call center to receive calls for service and dispatch them to officers for field response; and

Shelter Services

Represents services dedicated to providing a comfortable and safe environment to shelter animals. Shelter services include:

- Providing food, water, shelter medical care for impounded animals;
- Holding stray animals and attempting to reunite them with their owners;
- Finding new adoptive homes for domestic animals;
- Working with wildlife rehabilitators to rescue sick and injured wildlife;
- Providing emergency sheltering to animals displaced by wildfires or other disasters;
- Spay and neuter services for all dogs and cats pursuant to State law
- Performing surgeries to make animals more adoptable
- Euthanizing sick, injured, dangerous, feral or un-adopted animals;
- Quarantine and observation of animals for rabies;
- File annual reports to the State of California as required by law;
- Disposal of dead animals;
- Maintain website of lost and surrendered animals so owners may locate their lost animals and potential adopters may find a new pet; and
- Maintain regular hours of operation for the public.

Licensing

Represents resources for providing the issuance and processing of licenses. This function includes:

- Issuance of animal licenses to animals that have been vaccinated against rabies;
- Processing license applications, payments, and information changes;
- Issuing license renewal notices;
- Assessing and collecting fees, penalties and other financial remittances; and
- Maintenance of animal licensing database

Animal Licensing Field Enforcement

Represents services dedicated to providing field enforcement for animal license compliance. This program includes:

- Neighborhood field enforcement of animal licensing and other State and local laws and ordinances;
- Issuing citations to violators of animal licensing ordinances; and
- Collecting license revenue

Business Licensing

Represents the process to issue and enforce licenses provided to private businesses involved in regulated activities related to animals. This program includes:

- Annually inspect and license animal facilities such as pet shops, breeders, animal menageries, grooming parlors and all other places where animals are maintained for profit or business activities; and
- Issue grades to facilities, similar to the Los Angeles County Public Health Department's Restaurant Grading System

Vaccination and Microchip Clinics

Represents resources to provide vaccines and microchips, including:

- Provide low cost vaccinations and microchips;
- Staff with medical personnel and necessary support staff;
- Assist jurisdictions in promoting community based clinics; and
- Provide regular clinics at each Los Angeles County Animal Shelter

INVOICE

City Name

City of Carson

Remit to:

Los Angeles County Department of Animal Care & Control

Attn: Accounts Receivable

5898 Cherry Avenue

Long Beach, California 90805

Invoice Date	Due Date
6/10/2014	7/10/2014
AR Dept	Dept Revenue Source
AN	R886
Amount Due	Amount Enclosed
\$ 13,535.75	

Payment Method: Check ☐ Money Order ☐

Please write Invoice No on front of

check or Money Order. DO NOT MAIL CASH

Bill to: **City of Carson**
Finance Department - Accounts Payable
P.O. Box 6234
Carson, CA 90749

☐ Please check if address has changed. Write correct address on back of stub and attach with payment

Please detach the above stub and return with your remittance payable to Department of Animal Care and Control.



Department of Animal Care and Control

ORIGINAL



Page: 1 of 2

City Name	Invoice Date
Carson	JUNE 10, 2014

Invoice Charges							Charges
Description	# of Animals		# of Units		Rates		
HOUSING COSTS FOR THE MONTH OF MAY 2014							
Kennel Services							
Dogs and Cats	223	Each	732	Days	\$ 17.68		\$ 12,941.76
Other Animals	22	Each	50	Days	\$ 8.33		\$ 416.50
Special Care Housing/Observation	6	Each	19	Days	\$ 21.21		\$ 402.99
Dead Animal Disposal			32	Each	\$ 12.48		\$ 399.36
Private Vet Costs			5	Each	varies		\$ 250.00
Field Services			182.75	Hours	\$ 81.25		\$ 14,848.44
Canvassing Services				Hours	\$ 68.49		\$ -
License Processing Costs			552	Licenses	\$ 2.63		\$ 1,451.76
Court Reporter					varies		
Liability Trust Fund (4% Field and Canvassing Services)			4%	Monthly			\$ 593.94
Billing Adjustment							
TOTAL COSTS FOR MAY							\$ 31,304.75

CREDITS						Credits
Impound Fees Collected						\$ 280.00
Daily Housing Fees Collected						\$ 450.00
Private Vet Fees Collected						\$ -
Owner Surrender Donation Collected						\$ 605.00
Animal License Fees Collected			552	Licenses		\$ 15,066.50
Animal Penalty Fees Collected			51	Licenses		\$ 1,287.50
Field Enforcement Fee Collected						\$ 80.00
TOTAL CREDITS FOR MAY						\$ 17,769.00

Due and payable within 30 days of receipt of invoice. Make check payable to:
 County of Los Angeles - Animal Care and Control.

MAY 2014 NET CITY COST

\$ 13,535.75

If you have any questions regarding the invoice, please call (562) 256-2412.

EXHIBIT NO. 3

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Records:

Upon reasonable notice, the Department shall make available to authorized representatives of City of Carson, for examination, audit, excerpt, copy, or transcription, any pertinent transaction, activity, or other record relating to this Agreement. The City of Carson shall ensure such records are handled in a manner consistent with all applicable privacy laws and all related to public records, including, but not limited to the Public Records Act (Government Code § 6250 et. seq.).

Part Six: Contact Information

Primary Contact

Name: _____
Address: _____

Telephone: (____) _____
Alt. Telephone: (____) _____
E-mail: _____

Alternate Contact

Name: _____
Address: _____

Telephone: (____) _____
Alt. Telephone: (____) _____
E-mail: _____

WD: FY 2014-15 Service Level Request DR