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**DEPARTMENT OF
ANIMAL SERVICES**
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BRENDA F. BARNETTE
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Administration

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ASSISTANT GENERAL MANAGER
Lifesaving

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

October 19, 2018

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

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

Attention: Ms. Mandy Morales, Office of the Mayor

RE: BEQUEST FROM PHYLIS BIDDISCOMBE TRUST

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

1. APPROVE the bequest of \$45,000.00 from Phylis Biddiscombe Trust on behalf of the Los Angeles Department of Animal Services;
2. APPROVE the acceptance of any residual funds up to \$8,500 to be distributed by December 2019;
3. APPROVE the deposit of the funds into the Animal Welfare Trust Fund; and
4. APPROVE the disbursement of these funds in accordance with the provisions of the Animal Welfare Trust Fund.

BACKGROUND:

On September 25, 2018, the Board of Animal Services Commissioners approved a bequest in the amount of \$50,826.43 received from RBC Wealth Management, on behalf of the Phylis Biddiscombe Trust. Subsequently, the Department received notification that another check from the trust in the amount of \$45,000.00 has been forwarded to the Department. On October 9, 2018 the Board approved the \$45,000 bequest and the acceptance of residual funds up to \$8,500 to be distributed

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SUBJECT: BEQUEST FROM PHYLIS BIDDISCOMBE TRUST

by December 2019 and authorized the deposit of these funds into the Animal Welfare Trust Fund, subject to the approval of the Mayor and City Council.

FISCAL IMPACT:

There will be no financial impact on the Department's budgeted funds. This bequest and all residual funds received will be deposited into the Department's Animal Welfare Trust Fund and used to support Department programs in accordance with the provisions of the Fund.

Respectfully submitted,



Brenda F. Barnette
General Manager

Attachment:

Board Report – Bequest from Phylis Biddiscombe Trust

cc: Megan Cottier, City Administrative Officer

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Report to the Board of Animal Services Commissioners

MEETING DATE: October 9, 2018

PREPARED BY: LaTonya Dean

REPORT DATE: October 4, 2018

TITLE: Commission Executive Assistant

SUBJECT: BEQUEST FROM PHYLIS BIDDISCOMBE TRUST

BOARD ACTION RECOMMENDED:

1. **APPROVE** the bequest of \$45,000 from the Phylis Biddiscombe Trust on behalf of the Los Angeles Department of Animal Services;
2. **APPROVE** the acceptance of any residual funds up to \$8,500 to be distributed by December 2019;
3. **APPROVE** the deposit of funds into the Animal Welfare Trust Fund, subject to the approval of the Mayor and City Council; and
4. **APPROVE** the disbursement of these funds in accordance with the provisions of the Animal Welfare Trust Fund.

SUMMARY:

The Los Angeles Administrative Code, Section 5.200.1 (Receipt of Property) states that any gift or bequest to be used by the Department that exceeds \$25,000 must be approved by the Mayor and City Council.

In October 2018, the Department received a check in the amount of \$45,000 from RBC Wealth Management, representing the Phylis Biddiscombe Trust. These funds are an unrestricted donation and will be used to fund departmental programs and goals. The trustee has advised the Department that the trust balance of approximately \$8,500 would be released some time in 2019.

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Report to the Board of Animal Services Commissioners
SUBJECT: BEQUEST FROM PHYLIS BIDDISCOMBE TRUST

FISCAL IMPACT:

There is no impact on the Department budget. This bequest will be deposited in the Animal Welfare Trust Fund and disbursements will be made pursuant to the Fund provisions.

Approved:



Brenda Barnette, General Manager

BOARD ACTION:

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