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**City of Los Angeles**

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MAYOR**

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

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ANNETTE G. RAMIREZ  
INTERIM GENERAL MANAGER

CURTIS R. WATTS  
ASSISTANT GENERAL MANAGER  
Administration

DR. JEREMY PRUPAS  
CHIEF VETERINARIAN

October 2, 2025

The Honorable City Council  
c/o City Clerk  
200 N. Spring Street  
Los Angeles, CA 90012

Attention: Legislative Coordinator

**RE: REQUEST TO TRANSFER \$91,068 FROM THE ANIMAL WELFARE TRUST FUND TO THE GENERAL SERVICES DEPARTMENT TO REMOVE AND REPLACE FLOORING, PAINT WALLS, REPLACE CABINET, AND VARIOUS TENANT IMPROVEMENT REPAIRS AT THE EAST VALLEY ANIMAL SERVICES CENTER SPAY AND NEUTER CLINIC**

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

1. **APPROVE** the transfer of \$91,068 from the following accounts in the Animal Welfare Trust Fund – Fund 859 from any budget fiscal year, to the General Services Department (Department 40, Fund 100), in the amounts of \$69,020 to Account 001014 – Salaries Construction, and \$22,048 to Account 003180 – Construction Materials;
  - a. \$28,651.87 from Account 06000A – Available;
  - b. \$31,760.70 from Account 06032K – Donation-Shuster and Cunard Estate;
  - c. \$30,655.43 from Account 060006– East Valley Shelter; and,
2. **FORWARD** these transfer instructions to the Mayor and City Council for approval.

**SUMMARY:**

The Department of Animal Services (Department) is in the process of executing a contract with the Community Animal Medicine Project (CAMP) to operate the East Valley Animal Services Center Spay and Neuter Clinic. In June 2025, CAMP staff conducted a walkthrough of the East Valley Animal Services Center Spay and Neuter Clinic and provided the Department with a list of tenant improvement repair requests. The Department is responsible for these tenant improvement repair requests.

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SUBJECT: Transmittal to Mayor and Council

**REQUEST TO TRANSFER \$91,068 FROM THE ANIMAL WELFARE TRUST FUND TO THE GENERAL SERVICES DEPARTMENT TO REMOVE AND REPLACE FLOORING, PAINT WALLS, REPLACE CABINET, AND VARIOUS TENANT IMPROVEMENT REPAIRS AT THE EAST VALLEY ANIMAL SERVICES CENTER SPAY AND NEUTER CLINIC**

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The Department requested the General Services Department (GSD) to provide estimates for the requested work. Three estimates were provided for a total of \$91,068 for materials and labor (attached). The estimates are \$16,837 to remove all mondo flooring and replace with a similar material or vinyl cut tile, \$23,632 to strip the epoxy off of all floors in the clinic, prepare and seal the concrete floors with sealant, and \$50,599 to repair and paint all walls, replace the cabinet in the pack/pass area, and remove a humidifier. The Department is requesting to transfer funds to GSD for the requested tenant improvement work.

On September 25, 2025, the Board of Animal Services Commissioners authorized to accept the Request to Transfer \$91,068 from the Animal Welfare Trust Fund to the General Services Department to Remove and Replace Flooring, Paint Walls, Replace Cabinet, and Various Tenant Improvement Repairs at the East Valley Animal Services Center Spay and Neuter Clinic, subject to the approval of the City Council and Mayor.

**FISCAL IMPACT:**

There will be no financial impact to the General Fund. The funds in the Animal Welfare Trust Fund – Fund No. 859, Account 06000A – Available can be used to support the Department in accordance with the provisions in the Animal Welfare Trust Fund. The funds in the Animal Welfare Trust Fund – Account 06032K – Donation-Shuster and Cunard Estate and Account 060006– East Valley Shelter were donated specifically for the East Valley Animal Services Center and can be used to support the Department in accordance with the provisions of the Animal Welfare Trust Fund.

Respectfully submitted,



Annette G. Ramirez  
Interim General Manager

Attachment: Adopted Board Report – Request to Transfer \$91,068 from the Animal Welfare Trust Fund to the General Services Department to Remove and Replace Flooring, Paint Walls, Replace Cabinet, and Various Tenant Improvement Repairs at the East Valley Animal Services Center Spay and Neuter Clinic

cc: Jacqueline Reyes, City Administrative Officer  
Sharon Lee, Los Angeles Animal Services

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

**MEETING DATE:** September 25, 2025

**PREPARED BY:** Sharon Lee

**REPORT DATE:** September 18, 2025

**TITLE:** Senior Management Analyst II

**SUBJECT: REQUEST TO TRANSFER \$91,068 FROM THE ANIMAL WELFARE TRUST FUND TO THE GENERAL SERVICES DEPARTMENT TO REMOVE AND REPLACE FLOORING, PAINT WALLS, REPLACE CABINET, AND VARIOUS TENANT IMPROVEMENT REPAIRS AT THE EAST VALLEY ANIMAL SERVICES CENTER SPAY AND NEUTER CLINIC**

**BOARD ACTION RECOMMENDED:**

1. **APPROVE** the transfer of \$91,068 from the following accounts in the Animal Welfare Trust Fund – Fund 859 from any budget fiscal year, to the General Services Department (Department 40, Fund 100), in the amounts of \$69,020 to Account 001014 – Salaries Construction, and \$22,048 to Account 003180 – Construction Materials;
  - a. \$28,651.87 from Account 06000A – Available;
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  - c. \$30,655.43 from Account 060006– East Valley Shelter; and,
2. **FORWARD** these transfer instructions to the Mayor and City Council for approval.

**SUMMARY:**

The Department of Animal Services (Department) is in the process of executing a contract with the Community Animal Medicine Project (CAMP) to operate the East Valley Animal Services Center Spay and Neuter Clinic. In June 2025, CAMP staff conducted a walkthrough of the East Valley Animal Services Center Spay and Neuter Clinic and provided the Department with a list of tenant improvement repair requests. The Department is responsible for these tenant improvement repair requests and requesting to transfer funds to remove all mondo flooring and replace with a similar material or vinyl cut tile, strip the epoxy off of all floors in the clinic, prepare and seal the concrete floors with sealant, repair and paint all walls, replace the cabinet in the pack/pass area, and remove a humidifier. The Department requested the General Services Department to provide estimates for the requested work. Three estimates were provided for a total of \$91,068 for materials and labor (attached). The estimates are

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Report to the Board of Animal Services Commissioners  
SUBJECT: REQUEST TO TRANSFER \$91,068 FROM THE ANIMAL WELFARE TRUST FUND TO THE GENERAL SERVICES DEPARTMENT TO REMOVE AND REPLACE FLOORING, PAINT WALLS, REPLACE CABINET, AND VARIOUS TENANT IMPROVEMENT REPAIRS AT THE EAST VALLEY ANIMAL SERVICES CENTER SPAY AND NEUTER CLINIC

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**FISCAL IMPACT:**

There will be no financial impact to the General Fund. The funds in the Animal Welfare Trust Fund – Fund No. 859, Account 06000A – Available can be used to support the Department in accordance with the provisions in the Animal Welfare Trust Fund. The funds in the Animal Welfare Trust Fund – Account 06032K – Donation-Shuster and Cunard Estate and Account 060006– East Valley Shelter were donated specifically for the East Valley Animal Services Center and can be used to support the Department in accordance with the provisions of the Animal Welfare Trust Fund.

Approved:



Annette G. Ramirez, Interim General Manager

Attachment: General Services Department Budgetary Estimate, W.O. # J924020E, J924030E, and J924040E

**BOARD ACTION:**

<u>  X  </u>	Passed	Disapproved	<u>          </u>
<u>          </u>	Passed with noted modifications	Continued	<u>          </u>
<u>          </u>	Tabled	New Date	<u>          </u>