



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Monday February 12, 2007  
12:00 P.M.  
**LOS ANGELES CITY HALL**  
**200 N. Spring St.**  
**Room 1060**  
**Los Angeles, CA 90012**

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Commissioners:  
Tariq Khero, President  
Kathleen Riordan, Vice-President  
Marie Atake

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For information please call (213) 482-9501.

Si require servicios de traduccion, favor de notificar la oficina con 24 horas por anticipado.

**REGULAR COMMISSION MEETING WILL COMMENCE IMMEDIATELY  
FOLLOWING THE APPEAL HEARINGS SCHEDULED FOR 12:00 P.M.**

**COMMISSION MEETING**

- 1. ORAL REPORT OF THE GENERAL MANAGER**
- 2. COMMISSION BUSINESS**
  - A. Approval of the Commission Meeting Minutes of January 22, 2006
  - B. Oral Report by the Commission on Meetings and Events attended.
- 3. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION**
  - A. Implementation of the Best Friends Forever Adoption Program:

Consideration of adoption encouragement program that would absorb microchip and spay or neuter fees for second and subsequent animals adopted when designated as a Best Friend to another animal adopted at full price.
  - B. Request for Devising and Distributing a List for Animals Pending Euthanasia:

(Continued from January 22, 2007)

Report by staff on finalizing of Standard Operating Procedures relative to both the Red Alert and the New Hope Adoption Programs, which include processes for notifying the public and New Hope partners about animals at high risk for euthanasia.

**4. DISCUSSION ITEMS**

A. None

**5. FUTURE AGENDA ITEMS**

Requests from Commissioners for future Agenda Items

**6. PUBLIC COMMENT PERIOD** - (Comments from the public on items of public interest within the Board's subject matter jurisdiction and on items not on the Agenda.)

**7. ADJOURNMENT:**

Next regular Commission Meeting is scheduled for February 26, 2007. The meeting is tentatively scheduled to be held at the North Central Shelter, 3201 Lacy Street, Los Angeles, California 90031 at 6:00 P.M.

**AGENDAS** - The Board of Animal Services Commissioners (Board) meets regularly every second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Monday of each month at 10:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. 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, 5<sup>th</sup> Floor, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2<sup>nd</sup> 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, as well as electronic copies of approved minutes on the Department's World Wide Web Home Page site at <http://www.laanimalservices.com/CommissionAgendas.htm>

Three (3) members of the Board constitute a quorum for the transaction of business. The Board may consider an item not listed on the Board Agenda only if it is determined by a two-thirds (2/3) vote that the need for action arose after the posting of an Agenda. 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.

**PUBLIC INPUT AT BOARD MEETINGS – Public Participation on Agenda Items.** Members of the public will have an opportunity to address the Board on agenda items after the item is called and before the Board takes action on the item, unless the opportunity for public participation on the item was

previously provided to all interested members of the public at a public meeting of a Committee of the Board and the item has not substantially changed since the Committee heard the item. When speaking to an agenda item other than during Public Comment (see Public Comment below), the speaker shall limit his or her comments to the specific item under consideration. California Government Code Section 54954.3.

**Public Comment.** The Board will provide an opportunity for public comment at every regular meeting of the Board. Members of the public may address the Board on any items within the subject matter jurisdiction of the Board as part of Public Comment.

**Speaker Cards.** Members of the public wishing to speak are to fill out one speaker card for each agenda item on which they wish to speak and present it to the Board secretary before the item is called.

**Time Limit for Speakers.** Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item. The Chairperson, with the approval of a majority of the Board, may for good cause extend any speaker's time by increments of up to one (1) minute. Total speaker time on any agenda item will be limited to ten (10) minutes per item and fifteen (15) minutes for Public Comment, unless extended as above.

**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.



## **APPEAL AGENDA**

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### **ADMINISTRATIVE APPEAL HEARING 12:00P.M.**

1. Appeal of the General Manager's Decision in License Revocation Case –**BD-05534 NC**  
Appellant: Donald and Julie Butcher  
Complaining Witness: Charles Settle  
District Manager, North Central Animal Care and Control, Karen Stepp, Captain  
Hearing Coordinator, Department of Animal Services, Helen Brakemeier, Captain

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ANIMAL SERVICES  
COMMISSIONERS**

TARIQ A. KHERO  
PRESIDENT

KATHLEEN RIORDAN  
VICE PRESIDENT

MARIE ATAKE

**City of Los Angeles**  
CALIFORNIA



**ANTONIO R. VILLARAIGOSA**  
MAYOR

DEPARTMENT OF  
**ANIMAL SERVICES**  
221 North Figueroa Street  
5<sup>th</sup> Floor  
Los Angeles, CA 90012  
(888) 452-7381  
FAX (213) 482-9511

**EDWARD A. BOKS**  
General Manager

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

**Edward A. Boks, General Manager**

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**COMMISSION MEETING DATE:** February 12, 2007

**SUBJECT:** Implementation of the Best Friends Forever  
Adoption Program

**REPORT DATE:** February 7, 2007

**PREPARED BY:** Deborah A.  
Knaan

**TITLES:** Assistant General  
Manager

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### **BOARD ACTION RECOMMENDED:**

That the Board approve implementation of a Best Friends Forever Adoption Program under which an adopter may receive free microchipping and spaying or neutering on each subsequent animal adopted after paying full fees on the first animal adopted, and direct the General Manager to promulgate a procedure outlining this program to all Animal Care Centers.

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### **SUMMARY:**

On-going evaluations of the operations of the Department continuously result in new or refreshed program ideas that will boost adoptions by bringing in new audiences or by mobilizing potential adopters to choose a new member to join their households. The proposed Best Friends Forever (BFF) program is both a marketing strategy and is aimed at keeping animals together when they have bonded.

Animal Care Center staff will consider qualifying animals for the BFF program if, at the time of intake, the animals are picked up or turned in together, and they are observed as getting along well in the kennel or cage; alternatively, they can be added to the BFF program if staff observes animals getting along well during their stay in the Care Center. The kennels or cages of animals qualifying for the BFF program will show the BFF symbol on their cards, so that potential adopters, other staff, and volunteers will be plainly aware that after one of the animals is adopted, the adopter should be encouraged to consider that animal's best friend or friends. As an enticement, staff will offer free microchipping and spay or neuter for the second and any other subsequent animals adopted into the same new family. In the event that BFF animals cannot be housed together at the Animal Care Center because of different genders and no spay or neuter, the Department will immediately send out the animals for spay or neuter so that the BFF animals can be together. This offer of free microchipping and

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**Subject:** Implementation of the Best Friends Forever  
Adoption Program

Page 2

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spay or neuter is a \$43 savings on dogs and cats; for rabbits, since microchips are optional, we would save the adopter of each subsequent rabbit adopted \$40 per rabbit for spay or neuter.

Staff heartily recommends this program. We expect an increase in adoptions by encouraging our customers to add more than one animal to their home, and we expect an increase in happiness as animal friends can go home together instead of being separated.

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**FISCAL IMPACT:**

Implementation of this program will result in a minor increase in licensing and adoption fee revenues as a number of adopters choose to take more than one animal. Costs of the microchipping and spay or neuter surgery will come from existing special funds dedicated for these purposes in Citywide programs, without negative impact to the General Fund.

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Approved:

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**Edward A. Boks, General Manager**

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**BOARD ACTION:**

\_\_\_\_\_ Passed

Disapproved \_\_\_\_\_

\_\_\_\_\_ Passed with noted modifications

Continued \_\_\_\_\_

\_\_\_\_\_ Tabled

New Date \_\_\_\_\_